

Theydon Bois Parish Council CCTV Policy

1. Introduction

There is a responsibility under Section 17 of the Crime and Disorder Act 1998 for local authorities to consider crime and disorder reduction while exercising their duties. Theydon Bois Parish Council is committed to improving community safety and to protect the community's and Council's assets. CCTV cameras are used by Theydon Bois Parish Council in various areas around the Village. It is used as a valuable tool to assist with public safety and security and to protect property.

2. Policy Statement

This policy sets out how the Council will operate and maintain CCTV across the Parish. It sets out the criteria and standards for the maintenance of CCTV cameras.

The Council will respect people's right to privacy and ensure the use of CCTV is regulated to ensure consistency and compliance with legislation such as.

- UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018 (DPA);
- The Human Rights Act 1998 (HRA);
- The Freedom of Information Act 2000 (FOIA);
- The Regulation of Investigatory Powers Act 2000 (RIPA);
- The Protection of Freedoms Act 2012 (PFA);
- The Home Office Surveillance Camera Code of Practice

3. Policy Detail

This policy affects everyone who lives, works, and visits the Village so it is essential that the Council has a policy that reflects the uses of CCTV in a manner that complies with the law and continues to receive public support and confidence. This policy applies to all staff employed by Theydon Bois Parish Council and all those who operate CCTV systems on the Council's behalf.

The CCTV installations are owned and maintained by Theydon Bois Parish Council and are operated to the requirements of the General Data Protection Regulation and good practice guidelines, such as those issued by the Information Commissioner's Office (ICO), to ensure the need for public protection is balanced with respect for the privacy of individuals. The GDPR applies because CCTV cameras capture personal information that could identify a living individual. This policy outlines the principles the council adhere to, the processes that the council follow and related policies and processes, such as those regarding how to request information including CCTV images. The CCTV system has a Code of

Practice to set out the intended purpose and to provide further detail on the operational processes. This Code of Practice is based around the "Surveillance Camera Code of Practice" issued by the Secretary of State in June 2013 which forms the basis of the Council's CCTV policy:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must consider its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point of access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera systems images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There must be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images of evidential use.

Scope

This policy applies to all CCTV controlled by Theydon Bois Parish Council. This includes cameras in the Village and Playground. The CCTV will be controlled by authorised members of staff, or, in case of the Playground cameras, volunteers, trained in the operation of the system and the rules and procedures relating to its operation.

The CCTV System is registered with the Information Commissioner under the Terms of the Data Protection Act 1998 and the subsequent GDPR which came into force on 25th May 2018. Registration Reference: Z2052411

Objectives of the CCTV systems

- To reduce the fear of crime.
- To deter crime, detect crime and provide evidence of offences.
- To assist the police, Parish Council and other Law Enforcement Agencies with identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws.
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and appropriate signage on display in areas being monitored.
- To reduce the vandalism of property.
- To assist all "emergency services" to carry out their lawful duties.

Monitoring and Evaluation

CCTV will be monitored and controlled by authorised members of staff, and playground volunteers, trained in the operation of the system and the rules and procedures relating to its operation. CCTV operators will be required to adhere to the Council's Code of Practice.

Maintenance Obligations

Effective and regular maintenance of a CCTV system is essential to ensure that the system is always effective. The Council has arrangements in place for the repair and maintenance of all equipment by its security contractor; Essential Security Group Limited, Security House, Unit 3, Weald Hall Lane, Industrial Estate, Security House, Epping CM16 6NR.

Primary and Secondary Requests for Data and Subject Access Request

Primary and secondary requests to view data generated by a CCTV system are likely to be made by third parties and members of the public. The GDPR allows individuals to have copies of any personal data held by the Council, including recorded CCTV images. The Parish Clerk handles requests which are made through the application of a Subject Access Request. Please refer to the CCTV Code of Practice for more information on requests for data and subject access requests.

Complaints

All complaints about the operation of the CCTV system will be addressed via the Parish Office.

parishclerk@theydonbois-pc.gov.uk

Status

This policy was reviewed by Theydon Bois Parish Council Finance and General Purpose Committee on 18th April 2024 and is due for review in May 2026.