



CCTV Policy

	Date	Minute Reference	Amended
Adopted: (2 year review)	Sept 2018	FC18-158	New
Reviewed:	Oct 2019	FR19-41	Yes
	Oct 2021	FR21-144a	No
	Feb 2024	FC24-728a	No
Next Review	Feb 2026		

The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system at the Public Conveniences in Watchhouse Road, Galleywood.

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest, that it and the system meets with all legislative requirements.

The Parish Council accepts the principles of the Data Protection Act 2018 as follows:

1. Data must be processed lawfully, fairly, and transparently.
2. Used for specific processing purpose that the data subject has been made aware of.
3. Should be adequate, relevant, and limited.
4. Must be accurate and kept up to date.
5. Not stored for longer than necessary and that storage is safe and secure.
6. Should be processed in a manner that ensures appropriate security and protection.

Statement of Purpose

To provide a safe and secure environment for the users of the Public Conveniences. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using the facilities, so they can enter and leave the building without fear of intimidation by individuals or groups.
- To reduce vandalism to the property and to prevent, deter and detect crime and disorder.
- To assist the Police, the Parish Council, the Parish Council's Insurance Company 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 that are clearly sited and that are not hidden and signs on display.
- To assist all 'emergency services' to carry out their lawful duties.

Responsibilities of the Owners of the Scheme

Galleywood Parish Council retains overall responsibility of the scheme.

Management of the System

The day-to-day operational responsibility of the scheme is with the Clerk to the Parish Council. A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant recordings must be in an acceptable format for use at Court hearings.

This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by Parish Council staff (operators):

1. Operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of the cameras and monitors must not be moved unless authorised by the Clerk to the Parish Council.
3. No public access will be allowed to the monitors except for lawful, proper, and sufficient reason, with prior approval of the Clerk and the Chairman of the Parish Council. The Police and the Parish Council's Insurance Company are permitted access to recordings and prints if they have reason to believe that such access is

necessary to investigate, detect or prevent crime. The Police are able to visit to review and confirm the Parish Council's operation of the CCTV arrangements. Any visit by the Police to view images will be logged by the Clerk.

4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of persons. Digital images will be erased after a period of 1 month.
6. Images will not normally be supplied to the Media, except on the advice of the Police if it is deemed to be in the public interest.
7. As records may be required as evidence at Court, each person handling a digital recording may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording. This should also show the officer's name, number, and police station.
8. Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including the crime numbers if appropriate.
9. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Parish Council. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by an individual member of public for access to their own recorded image must be made on an 'Access Request Form.' Forms are available from the Parish Council office.

Accountability

Copies of the CCTV Policy are available as are any reports that are submitted to the Parish Council, providing they do not breach security needs.

Any written concerns, complaints, or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing Complaints Policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

Incident Log

Incident	Date/Time	Action Taken	By	Date/Time

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Time of Recording:
Applicants Name and Address:	Description of Incident:
Post Code:	
Telephone Number:	
Signature of applicant:	
Reason for Request:	