

## **CCTV Policy**

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at:

- The Village Hall
- The Co-Op, Pinfold Lane

Both sets of cameras are managed by Holton Le Clay Parish Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018.

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

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: Z9694760,

Holton Le Clay Parish Council accepts the eight data protection principles based on the data Protection Act 1998 as follows:

Data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure
- Not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured

### **Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will only be used in accordance with the law. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using facilities at the Village Hall

- To prevent, deter and detect crime and disorder
- To reduce the level of fly tipping at the Co-Op car park and identify the culprits
- To prevent, deter and detect crime and anti social behaviour at the Junior Playing Field and the 8 Acres Playing Field
- 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 and public order
- To act as a deterrent to potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored

#### CCTV Code of Practice

- Day to day operational responsibility rests with the Clerk to the Parish Council
- Breaches of this policy will be investigated by the Clerk and reported to the Parish Council

#### Control and Operation of the Cameras, Monitors and Systems

- Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council
- Law Enforcement Agencies are permitted access to the tapes if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies are able to visit the Parish Council Office to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit to view images will be logged by the Clerk
- Operators should regularly check the accuracy of the date/time displayed
- Unless on the advice of the police, CCTV images will not be shared on Social Media platforms
- Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy