

# **BRADFIELD PARISH COUNCIL**

## **USE OF CCTV management protocol and operational procedures**

As adopted by Council on 23<sup>rd</sup> February 2011

**This policy is to control the management, operation, use and confidentiality of the CCTV system in use at Parish Council Offices, Mill Lee Road. This policy will be subject to periodic review by the Parish Council to ensure it is in the best interest of the public and meets all legislative requirements. The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows;**

- Data must be fairly and lawfully processed
- Processed for limited purpose
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than necessary
- Processed in accordance with the individual's rights
- Secure
- Not transferred to countries without adequate protection
- Subject to guidance on good practice
- Examples how to implement the standards and good practice

### **Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live at the Council Offices. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The use of CCTV will be used for the following purposes;

- To reduce the fear of crime by person's using the Council Offices
- To reduce vandalism of the property and to prevent, deter and detect crime and disorder
- To assist the Police, Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders
- To deter offenders by displaying the existence of CCTV, having cameras clearly on display and signs displayed.

### **Changes to Parish Council Policy on use of CCTV**

A major change that would have significant impact on either the purpose or the policy of operation of CCTV use would only take place after discussion at Council meetings and resolution at a full Council meeting. All agendas are displayed 3 clear working days before the Council meetings.

### **Responsibility for the use of CCTV within Council Offices**

The elected Parish Council retains overall responsibility for the use of CCTV within Council Offices.

### **Management**

Day to day operational responsibility rests with the Clerk to the Council who can be consulted by staff out of hours if and when necessary. Breaches of the policy will be investigated by the

Clerk to the Council and reported to the Parish Councillors.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable form for use at Court hearing.

### **Control and operation of cameras, monitors and systems**

- Trained operators must act with due probity and not abuse the equipment or change pre-set criteria to compromise the privacy of others.
- The position of the cameras and monitors have been placed after consultation with security consultants in order to comply with the needs of the public.
- No public access will be allowed to monitors except for lawful, proper and sufficient reason with prior approval of the Clerk to the Council or the Chairman of the Parish Council. The Police are permitted access to tapes 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 the Council Offices to review and confirm the Parish Council's operation of CCTB arrangements. Any visit by the Police to view images will be logged by the operator.
- Operators should regularly check the date and time displayed.
- Tapes/digital records should be stored securely to comply with data protection and only handled by the minimum number of persons. Recordings will be retained for a maximum 28 days and used for a limited number of time to ensure quality of images. Digital images will be erased after 28 days.
- Images will not normally be supplied to the media, except on the advice of the Police if deemed to be in public interest. The Clerk to the Council or the Chairman would inform Parish Council of any such emergency.
- As records may be required as evidence at Court each person handling a tape/recording may be required to make a statement to the police and sign an exhibit label. Any images handed to the Police should be signed for by the Police Officer and information logged to identify the recording and showing the Officer's name and police station. The log should also show such information is returned to the Parish Council by the police and the outcome of its use.
- Any event that requires the checking of recorded images should be detailed in the log book, including crime numbers if appropriate and the Parish Council informed at the next available opportunity.
- Any damage or malfunction discovered by the operator should be reported immediately to the Parish Council or the company responsible for maintenance, the call should be logged showing the outcome. When a repair is made this should also be logged.
- Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request form'. Forms are available from the Council Offices and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within 28 days.

### **Accountability**

Copies of the CCTV policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

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

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**ACCESS REQUEST FORM - CCTV IMAGES**

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>
<b>Applicants name and address</b>		<b>Description of Applicant and any Distinguishing features if clothing:</b> (a recent photo may be necessary to aid identification)
<b>Telephone number:</b>		
<b>Signature of applicant (or parent/guardian if under 18)</b>		
<b>Reason for request:</b>		
<b>Request received by:</b>	<b>Signature</b>	
<b>Fee Charged?</b>	<b>Fee paid?</b>	
<b>Date and time request received:</b>	<b>Request approved:</b>	<b>YES/NO</b>
<b>Date applicant informed:</b>		

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**RECEIPT FORM - CCTV IMAGES**

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>
<b>Police contact details</b>		
<b>Reason for request:</b>		
<b>Date request received:</b>	<b>Date received by police:</b>	
<b>Signed (Clerk):</b>	<b>Signed (on behalf of police):</b>	