

Henfield Parish

Council

CCTV Policy

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Contents

1	Statement of aims and objectives	3
2	Principles.....	3
3	Definitions	6
4	Responsibilities	7
5	Monitoring	7
6	Audit and Review	7
7	References.....	7
	Appendix A: CCTV Access Request Form.....	8

1 Statement of aims and objectives

Henfield Parish Council is committed to ensuring, as far as is practicable and reasonable, the health, safety and welfare of residents of Henfield, its staff and its volunteers. This is particularly emphasised in relation to the prevention and investigation of incidents of violence and anti-social behaviour. Henfield Parish Council is committed to deterring these incidents wherever possible, and where they occur, to seeking and achieving the strongest forms of sanction and redress available.

Henfield Parish Council are also committed to protecting its physical assets, such as its articles on display and in store in the museum, from theft and vandalism. Where practicable and where this does not compromise the Parish Council's commitment to the health welfare and safety of the staff, volunteers and general public, it will strive to ensure that such acts against these assets are prevented, and in the case of occurrences, investigated as fully as possible.

With the use of CCTV, Henfield Parish Council aims to provide a visible deterrent to all would-be offenders and provide re-assurance to volunteers, staff and members of the public. The main content of this document stipulates how Henfield Parish Council will manage, limit and control the deployment of Closed Circuit Television (CCTV).

This policy aims to:

- 1.1. Document and inform volunteers and the public about the deployment of CCTV.
- 1.2. Detail the specifics regarding the extent and use of CCTV and the safeguards and limitations of its operation.
- 1.3. Emphasise access controls to the resulting recorded video imagery in order to prevent inappropriate use.

This policy applies to all volunteers, staff, stakeholders, contractors, members of the public and any other persons, who may through the course of their duties or circumstance find themselves captured on CCTV by Henfield Parish Council.

2 Principles

- 2.1. Henfield Parish Council will ensure that procedures and systems are in place to facilitate our legislative and regulatory obligations, which are namely:
 - General Data Protection Regulations 2018
 - CCTV Code of Practice, as produced by the Information Commissioner and revised in 2008
 - Human Rights Act 1998

- 2.2. Henfield Parish Council defines CCTV as ‘the use of video cameras to record and store video imagery’. It is recognised that the term ‘video imagery’ can mean recordings of varying quality and can sometimes include recorded sound. For the purpose of this policy there will be no recorded sound data and that the quality is at least that of the lowest standard that is acceptable to be used as police evidence.
- 2.3. In line with the requirements of the General Data Protection Regulations 2018, recording and storage of images / data is allowable on the understanding that information is processed only for the prevention or detection of crime; and the apprehension or prosecution of offenders.
- 2.4. A member of public can see their data on receipt of a written request to the Data Controller (Henfield Parish Council Clerk). See Appendix A
- 2.5. A Councillor, staff member or museum volunteer can request data if they believe a criminal offence has occurred. This request must be in writing to the Data Controller, who will only process the data if they are in agreement that a criminal offence has occurred.
- 2.6. The Data Controller will process written requests from the police in line with their own investigations into a criminal offence. The Data Controller will also liaise with the police and assist with any subsequent investigation arising.
- 2.7. **The Information Commissioner:** Henfield Parish Council will notify the Information Commissioner of all personal data that is processed by Henfield Parish Council for purposes not defined as exempt by the Information Commission. Henfield Parish Council’s use of CCTV is not exempt and as such, is routinely included in the annual renewal of its notification to the Information Commissioner. The notification includes:

The purposes for which personal data are being or are to be processed.
 - 2.7.1. A description of the data subjects about whom data are or are to be held.
 - 2.7.2. A description of the data classes e.g. personal details, financial details etc.
 - 2.7.3. A list of the recipients of data.
 - 2.7.4. Information about whether data are transferred outside the European Economic Area (EEA).
- 2.8. **Siting of Cameras**
 - 2.8.1. When an offence is committed, the CCTV footage will be used as evidence to achieve successful prosecution and subsequent sanction and redress. It will aid investigations into thefts, vandalism, anti-social behaviour and violence, assisting the Parish Council in its commitment to protect staff, volunteers and the public as well as its own property and equipment.

2.9 Signage

- 2.9.1 Signs must be displayed to inform individuals that they are in an area where they are being recorded.
- 2.9.2 The signs will be clearly visible and readable and will:
- 2.9.3 Contain details of the organisation operating the system and the purpose for using CCTV.
- 2.9.4 State who to contact about the scheme (where these things are not obvious to those being monitored).
- 2.9.5 An example of the wording as suggested by written guidance is “Images are being monitored and recorded for the purposes of crime prevention and public safety. This scheme is controlled by Henfield Parish Council. For more information, call 01273 492507.

2.10 Quality

- 2.10.1. There will be no sound recording as this would make the CCTV and the information recorded intrusive in nature.
- 2.10.2. In order to be fit for purpose the images produced by the CCTV must be as clear as possible and at least the minimum specifications for what would be acceptable for use as evidence.
- 2.10.3. The equipment and recording media will be maintained on a regular basis to ensure the quality of the images is upheld.

2.11 Storage and Retention of Data

- 2.11.1. When images are retained, it is essential that their integrity be maintained to ensure their evidential value and to protect the rights of people whose images may have been recorded. Access to and security of the images will therefore be controlled in accordance with the requirements of the General Data Protection Regulations 2018 and the Henfield Parish Council’s Record Management and Retention Policy.
- 2.11.2. When CCTV footage is not retained within a certain length of time (as outlined by the equipment type) the CCTV

recording equipment must automatically erase or record over this footage so as to prevent the storage and retention of inappropriate records.

2.12 Access to and disclosure of images

- 2.12.1. Access to CCTV data must, in all cases, be approved by Henfield Parish Council, specifically the Clerk (Data Controller) or in his absence the Operations Manager.
- 2.12.2. Access requests within the Parish Council must be requested using a CCTV Access Form (Appendix A) and submitted to the Data Controller for approval.
- 2.12.3. Henfield Parish Council will only retain and use CCTV images in line with the purposes outlined in section 1 and where the conditions in 2.3 to 2.5 are met.
- 2.12.4. Where an individual requests to access records of their own personal data as captured by the CCTV footage, this must be done so in writing. Upon receipt, the request will be logged by Henfield Parish Council. The Data Controller will determine whether disclosure is appropriate and whether there is a duty of care to protect the images of unrelated parties or to uphold the integrity of an investigation in line with Henfield Parish Councils intended purpose for CCTV usage.

2.13 Subject Access Requests

- 2.13.1. In the event of such a request the member of the public shall be provided with a standard subject access request letter. (Appendix A)
- 2.13.2. A charge may be levied in respect of the request up to a maximum of £10 to cover the costs of dealing with the request.
- 2.13.3. The Data Controller will be responsible for considering any such requests in the light of the guidance set out in the CCTV Code of Practice issued by the Information Commission and using the process laid out in this policy and accompanying procedure.
- 2.13.4. The Subject Access response will be confirmed by The Data Controller (Clerk) and logged in the Henfield Parish Council register

2.14 Maintenance and Storage of CCTV equipment and data

- 2.14.1. CCTV equipment / cameras will be maintained to ensure they remain operational and are able to capture high quality footage to a sufficient level.

3 Definitions

- 3.1 It is recognised that the CCTV will record personal information. Henfield Parish Council defines personal information in

accordance with General Data Protection Regulations as "data which relates to a living individual" who can be identified:

4 Responsibilities

- 4.1 **Henfield Parish Council** is responsible for ensuring compliance with and monitoring of our CCTV policies as the Data Controller.
- 4.2 The **Clerk** will oversee the implementation of this policy and will be responsible for the day to day implementation.
- 4.3 Henfield Parish Council is responsible for ensuring the CCTV cameras are maintained in accordance with Section 2.14.1.
- 4.4 The **Clerk** is responsible for ensuring CCTV footage is securely stored where it is housed and accessible on request in accordance with 2.13.

5 Monitoring

- 5.1 A copy of all requests for CCTV access will be stored by Henfield Parish Council and will be available in the event of any need to audit or review.

6 Audit and Review

- 6.1 The policy will be reviewed every three years by HPC, or earlier in the light of changing circumstances or legal requirements.

7 References

- 7.1 General Data Protection Regulations 2018
- 7.2 CCTV Code of Practice, as produced by the Information Commissioner and revised in 2008
- 7.3 Human Rights Act 1998

Appendix A: CCTV Access Request Form

CCTV Access Request Form

Form for requesting CCTV records

This form MUST be submitted in ALL cases where CCTV footage is requested. For further details, please see The CCTV Policy.

Title:

First Name:

Surname:

Specific information required e.g. What information is sought, please also include any individuals (where known) that will be either intentionally or unintentionally included. Also, explain briefly what is on the tape that requires viewing. Please note that sound is not recorded. Please see CCTV policy for guidance

(continue overleaf if necessary)

Date:

Start time:

End Time:

CCTV can only be viewed in the instances where the law has been broken, or there is reason to believe so. Please state briefly how this incident fulfils this criteria:

Date Required:

/ / 20__

Person Requesting CCTV footage:

Signed

Date: / / 20__

Authorisation

Data Controller Authorisation:

Access request: **Accepted** **Rejected** **(ring as appropriate)**

Print Name..... Signed

Date received : / / 20__

Date completed : / / 20__

Date viewed: / / 20__

Comments:

Viewer Audit – to be used to record ALL people who view footage - not including external parties, such as the Police, Coroner or Data Subjects (where the formal requesting process has been followed)

Print Name..... Signed

Date viewed: / / 20__

Print Name..... Signed

Date viewed: / / 20__

Print Name..... Signed

Date viewed: / / 20__

Print Name..... Signed

Date viewed: / / 20__

(continue overleaf if necessary)

If footage is retained, a copy of this form must be printed and stored securely with the master copy and retained in the Parish Office.