

WIGGENHALL ST GERMANS PARISH COUNCIL

CCTV Policy

Adopted July 2021

Reviewed Jan 2024

Wiggenhall St Germans Parish Council uses closed circuit television (CCTV) images to reduce crime and monitor the Leonard Towler Playing Field and Pavilion in order to provide a safe and secure environment for members of the public and staff, and to prevent the loss or damage to property.

The CCTV cameras system consists of 5 high-definition fixed cameras. The system does not have sound recording capability. The CCTV systems are owned and operated by the Parish Council and deployment is determined by the Parish Clerk under guidance from the Parish Council. The CCTV is not monitored and reviewed by the Parish Clerk and nominated cllr as necessary.

The CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV and the associated images is covered by the Data Protection Act 2018. This Policy outlines the Council's use of CCTV and how it complies with the Act. The Clerk is the Parish Council's Data Protection Officer and is responsible for the Council's Data Protection Policy.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recording images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

The Council recognises that during periods where children and young adults are present in a controlled environment that club officers, parents and guardians may have concerns with the presence of live CCTV observation. The designated and responsible individual (normally the hirer) can request temporary isolation of live CCTV monitoring of the area that the children and young people are in, by making a written application to the Parish Clerk. In the event of the request being granted, images will continue to be recorded but will not be observed live by staff.

Statement of Intent

The Council complies with the Information Commissioner's CCTV Code of Practice to ensure it is used responsibly, and safeguards both trust and confidence in its continued use. The Code of Practice is published on the Information Commissioner's Office website. In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Images are recorded 24 hours per day, and HD quality cameras, with night vision functionality, are used.

Siting the Cameras

Cameras will be sited so that they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018. The Council will make every effort to position cameras so that their coverage is restricted to Council premises.

Covert Monitoring

In exceptional circumstances, the Council may set up covert monitoring. For example:

- Where there is a good cause to suspect that illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct.
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from the Parish Clerk and/or the Chairman of the Council. Covert monitoring must cease following completion of an investigation. Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

Storage and Retention of CCTV Images

Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

Access to CCTV Images

Access to recorded images will be restricted to staff and will not be made more widely available. Where the viewing of CCTV images is required for the purpose of demonstrating damage to property and/or poor or illegal behaviour, supervised viewing by the hirer or their authorised representative will be permitted at the discretion of the Parish Clerk, on the provision that permission is received from data subjects or that the data subjects cannot be identified.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the Parish Clerk using the forms set out within this Policy, and each application will be assessed on its own merits. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified.

The Council will respond to requests within 28 calendar days of receiving the written request. The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police, or service providers to the Council where these would reasonably need access to the data (eg investigators). Requests should be made in writing to the Parish Clerk using the forms set out within this Policy, and each application will be assessed on its own merits. The data may be used within the Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

Complaints

Complaints and enquiries about the operation of CCTV within the Council should be made using the process set out within the Complaints Policy, which is available on the Council's website.

Adopted July 2021
Reviewed Sep 2022

**CCTV Operations System – Data Protection Act 2018
Subject Access Requests – Application Form for the General Public**

Section 1 – About Yourself

The information requested below is to help the Parish Council satisfy itself as to your identity, and to find any data held about yourself.

PLEASE USE BLOCK LETTERS

Title: (Circle as appropriate) Mr Mrs Miss Ms Other:	
Surname:	
First Name(s):	
Maiden Name:	Gender:
Height:	Date of Birth:
Place of Birth:	
Current Home Address and Tel No:	
If you have lived at the above address for less than 3 years, please give your previous address:	

Section 2: Proof of Identity

To help establish your identity, your application must be accompanied by two official documents that between them clearly show your name, date of birth and current address. For example: driving licence, medical card, passport, birth/adoption certificate, or other official document that shows your name and address. Also, a recent, full face photograph of yourself.

Failure to provide this proof of identity may delay your application.

Section 3 – Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Do you wish to:

(a) Receive a permanent copy YES / NO

(b) Only view the information YES / NO

Section 4 – Helping us find the Information

If the information you have requested refers to a specific offence or incident, please complete this section.

Please complete a separate box in respect of different categories / incidents / involvement. Continue on a separate sheet if necessary.

Were you (tick relevant box):

A person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

A person accused or convicted of an offence

Other (please specify):

Date and time of incident:

Place incident happened:

Any other useful or identifying information:

Section 5 – Declaration

To be signed by the applicant.

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed: Date

Print Name:.....

WARNING: A person who impersonates or attempts to impersonate another person may be guilty of a criminal offence. Where impersonation is suspected, the Police will be informed. Please ensure that all parts of this form have been completed and return a signed hard copy to:

The Parish Council Clerk
Wiggenhall St Germans Parish Council
4 Lime Close
Marham
Kings Lynn
PE33 9HN

FOR OFFICE USE ONLY:

Application checked and legible?

Date application received:

Identification documents checked?

Documents returned? YES / NO

Details of 2 documents supplied:

Incident report completed? YES / NO

Incident report no.

Member of staff completing this section:

Name:

Position:

Signature:

Date:

**CCTV Operations System – Data Protection Act 2018
Request from Police for Data held on CCTV**

Date and Time of Incident:

Details of Incident:

Signature of Police Officer:

Name and Collar Number of Police Officer:

Identity Card Checked: YES / NO
(If no, give reason):

Incident Report No:

Date Data Taken:

Person dealing with the request:

Please ensure that all parts of this form have been completed and return a signed hard copy to:

The Parish Council Clerk
Wiggenhall St Germans Parish Council
4 Lime Close
Marham
Kings Lynn
PE33 9HN

CCTV Operations System – Data Protection Act 2018 Application for Access to Information held on CCTV by Councillors and Staff

Name:

Position:

Date and Time of Incident:

Details of Incident:

- a) A person reporting an offence or incident
- b) A witness to an offence or incident
- c) A victim of crime
- d) A person accused on an offence or incident

The information viewed must only relate to the incident recorded above. Viewing must take place with a trained and authorised member of staff.

Please specify the name of the member of staff:

If appropriate images are found, do you require copies? YES / NO

Signature of person requesting access: