

EWSHOT PARISH COUNCIL

CCTV POLICY

Local Government and Rating Act 1997 s31

Crime and Disorder Act 1998 s17

Protection of Freedoms Act 2012 s33

General Data Protection Regulations 2018

Data Protection Act 2018

1. Introduction

- 1.1 Ewshot Parish Council (the Council) uses closed circuit television (CCTV) images for the purposes of public safety, crime prevention, the detection and prosecution of offenders and to prevent the loss or damage to property. This policy has been written in line with the legislation and regulations listed above.
- 1.2 The system comprises a number of fixed cameras that cover the Village Hall/Recreation Ground car park.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the Parish Council and the deployment is determined by the Parish Clerk under guidance from the Parish Council.
- 1.5 The CCTV is monitored by the Parish Clerk and other staff/councillors as necessary.
- 1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. Registration reference: Z2504681. The use of CCTV and the associated images is covered by the Surveillance camera code of practice¹ and this policy outlines the Council's use of CCTV and how it meets its statutory obligations.
- 1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

¹ [Surveillance Camera CoP Accessible PDF.pdf \(publishing.service.gov.uk\)](#)

2. Statement of Intent

- 2.1. The Council complies with Information Commissioner's Office (ICO) 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 ICO website. This Policy has been written with the guiding principles of the Surveillance Camera Code of Practice in mind.
- 2.2. In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.

3. Siting the Cameras

- 3.1 Cameras will be sited so 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.

4. Covert Monitoring

- 4.1 The Council will not set up covert monitoring.

5. Storage and Retention of CCTV images

- 5.1 Recorded data will be retained for no longer than is necessary for operational needs and legal requirements. 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.
- 5.2 All retained data will be stored securely.

6. Access to CCTV images

- 6.1 Subject to Section 7 below, access to recorded images will be restricted to the Police and those staff and councillors authorised to view them.
- 6.2 Members of the public, whether or not they are representatives of organisation using the areas covered by CCTV, are not permitted to view recordings, unless the request falls within section 7 below.
- 6.3 The Police are permitted access to the recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the data protection law.
- 7.2 All requests should be made in writing to the Parish Clerk by completing the form in Appendix B. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location, proof of identity and a description of yourself. A record will be kept of all such requests.
- 7.3 The Council will respond to requests within 1 calendar month of receiving the written request.
- 7.5 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.

8. Access to and Disclosure of Images to Third Parties

- 8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators).
- 8.2 Requests should be made in writing to the Parish Clerk.
- 8.3 Where data is provided a record of this must be made and kept. This will include details of the information provided and who to and for what purpose.

9. Complaints

- 9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Parish Clerk in the first instance.

10. Further Information

- 10.1 Further information on CCTV and its use is available from the information Commissioner's Office.

Policy adopted by Ewshot Parish Council, 20 May 2024

Appendix A

Checklist

This CCTV system and the images produced by it are controlled by the Parish Clerk who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018).

Ewshot Parish Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes. The Council conducts an annual review of its use of CCTV.

	Checked (date)	By	Date of next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to Individuals making requests for copies of their own images. If unsure the Parish Clerk knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

Appendix B

CCTV Access Request Form

Date of Recording	
Place of Recording	
Time of Recording	
Applicants Name, Address and contact number	
Description of Applicant (to help with identification of correct image)	
Signature of Applicant	
Reason for Request	

For office use:

Request received by	
Date received	
Fee Charged Request approved on	
Date Applicant informed	