

Kensworth Parish Council CCTV Policy

Reviewed and Adopted 13 June 2024

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Kensworth village hall. The site is managed by Kensworth Village Hall Management Committee. The policy was prepared after taking due account of the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Protection of Freedoms Act 2012 and disclosure (PoFA). This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

2. 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 not be used to invade the privacy of any individual, except when carried out 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, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter 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;
- to assist all "emergency services" to carry out their lawful duties.

3. Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the Parish Council and Village Hall Management Committee. However, any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Kensworth Parish Council meeting.

4. Responsibilities of the Owner of the Scheme

Kensworth Parish Council retains overall responsibility for the scheme.

CCTV Code of Practice

1. Management of the System

Day to day operational responsibility rests with the Chairman as the Senior Responsible Officer (SRO) in compliance with Section 33 of the Protection of Freedoms Act 2012 and disclosure. Breaches of this policy will be investigated by the Clerk & Chairman and reported to the Council. 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 format for use at Court hearings. This policy must be read and

understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

2. Control and Operation of the Cameras, Monitors and Systems

CCTV Monitoring and control equipment is located in a loft room which is accessed through the upstairs committee room in the village hall. The committee room is locked and has 6 key holders: Kensworth Parish Council Chairman, Lead Councillor and Clerk. Kensworth Village Hall Management Committee Chairman, Kensworth Village Hall Management Committee Bookings Clerk and Kensworth Village Hall Management Committee Cleaner. The door to the loft space and CCTV equipment has a keypad lock. The code is known only to Kensworth Parish Council Chairman, Lead Councillor and Clerk, Kensworth Village Hall Management Committee Chairman and Kensworth Village Hall Management Committee Bookings Clerk. The password to the CCTV system is known only to Kensworth Parish Council Chairman, lead Councillor and Clerk.

CCTV may be accessed remotely by Kensworth Parish Council Chairman, Lead Councillor and Clerk with password-protection.

The following points must be understood and strictly observed by operators:

- a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) 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 or the Chairman of the 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 permitted to visit Kensworth Village Hall to review and confirm the Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the Chairman.
- c) Operators should regularly check the accuracy of the date/time displayed.
- d) Storage and Retention of Images Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 31 days.
- e) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Council of any such emergency.
- f) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer 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 when such information is returned to the Council by the police and the outcome of its use.
- g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers. If appropriate, and the Council notified at the next available opportunity.
- h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and

recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

i) Subject Access Requests Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and may be subject to a fee. Forms are available by contacting the Clerk to the Council or can be downloaded from the Council website and will be submitted to the next meeting of the Council for consideration and reply, normally within one calendar month in line with the Council's privacy statement and the General Data Protection Regulations and the Data Protection Act 2018

3. 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 Council providing it does not breach security needs. The Police will be informed of the installation and provided with a copy of this CCTV Policy. Any written concerns or complaints regarding the use of the system will be considered by the Council, in line with the existing complaints policy.

3. Status

This policy was adopted by Kensworth Parish Council at a meeting of the council on 13th September 2018, updated on 13 June 2024 to include remote access (CCTV Code of Practice 2 / 2nd paragraph.)

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.