



Liss Parish Council

CCTV Policy

Adopted at Liss Parish Council meeting 17th October 2016

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system at Liss Village centre & Newman Collard Playing Fields.

It was prepared after taking due account of the Compliance Advice published by the Data Protection Commissioner (September 2002). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system 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 purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries without adequate protection;
- subject to guidance on good practice;

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 Council facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the fear of crime by persons going about their normal business in the village centre & its environs;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the Police, other Law Enforcement Agencies and the Parish Council 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, both inside and outside Parish Council buildings, and by gates accessing the Playing Fields.
- to assist all “emergency services” to carry out their lawful duties.

Changes to the Purpose or Policy

A 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 at Council Committee meeting(s) and resolution at full Council meeting. All agendas are posted on the Parish Council notice board at least 3 clear days excluding weekends before Council meetings.

Responsibilities of the Owners of the Scheme

The elected Parish Council retains overall responsibility for the scheme.

Liss Parish Council

CCTV Code of Practice

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted by the Police outside of office hours, if and when necessary.

Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant 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 area.

Control and Operation of the Cameras, Monitors and Systems.

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

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the police and security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council or the Chairman of the Parish Council. The Police are permitted to access digital recordings 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 Office(s) to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. 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 normally be automatically erased after a period of 21 days.
6. 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 Parish Council by the police and the outcome of its use.
7. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Council Office notified at the next available opportunity.
8. Any damage to equipment or malfunction discovered by an operator should be reported immediately to their line manager or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.

9. Any request by an individual member of the public for access to their own recorded image must be made within 15 days of the incident on an ‘Access Request Form’ and is subject to a standard fee. Forms are available from the Council Office and will be submitted to the next meeting of the Parish Council for consideration and reply.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will be any reports that are submitted to the Parish 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, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Appendix 1

Sample Signs to be displayed and laminated in the following locations:

- Liss Village Hall notice board
- Newman Collard Playing Field
- Liss Community Centre

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:		
Signature of Applicant (or parent/guardian if under 18)			
		A recent photograph may be necessary to aid identification.	
Reason for request - to be submitted to the Parish Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:

Liss Parish Council

RECORD OF NUISANCE / CRIMES

<i>OFFENCE</i>	<i>COMMITTED ON DATE/ TIME / PLACE</i>	<i>ADDRESS/ DESCRIPTION</i>	<i>NAME/ADDRESS OF WITNESS:</i>	<i>ACTION TAKEN (Crime No.)</i>	<i>BY:</i>	<i>DATE/ TIME</i>	<i>CCTV CHECKED</i>
/...../..... . @			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION	<i>CLERK/ OR</i>		By: Result: Action:
/...../..... . @			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION	<i>CLERK/ OR</i>		By: Result: Action:

/.../..... @			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTI ON	<i>CLERK/</i> <i>OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTI ON	<i>CLERK/</i> <i>OR</i>		By: Result: Action:
/.../..... @			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTI ON	<i>CLERK/</i> <i>OR</i>		By: Result: Action: