

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system deployed by Prestbury Parish Council to monitor the parish councils' assets located on the playing fields at the address:

The Parish Council Office
The Pavilion
New Barn Close
Prestbury
Cheltenham
GL52 3LP

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest, that it and the system meets with all legislative requirements.

The Parish Council accepts the principles of the Data Protection Act 2018 as follows:

1. Data must be processed lawfully, fairly and transparently;
2. Used for specific processing purpose that the data subject has been made aware of;
3. Should be adequate, relevant and limited;
4. Must be accurate and kept up to date;
5. Not stored for longer than necessary and that storage is safe and secure;
6. Should be processed in a manner that ensures appropriate security and protection.

Statement of Purpose

To provide a safe and secure environment for the users of facilities located at the Prestbury Parish Council playing fields.

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 prevent vandalism to the property and to prevent, deter and detect crime, disorder and anti-social behaviour;
- For the safeguarding of staff and visitors to the PPC office, grounds and facilities and ensuring compliance with health and safety procedures;
- To assist the Police, the Parish Council, the Parish Council's Insurance Company 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 that are clearly sited and that are not hidden and signs on display;

Responsibilities of the Owners of the Scheme

Prestbury Parish Council retains overall responsibility of the scheme.

Management of the System

The day-to-day operational responsibility of the scheme is with the Clerk to the Council.

Contingency accounts will be held by nominated Parish Councillors namely the chair and one other member of the Parish Council.

The above users are referred to as operators.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant recordings must be in an acceptable format for use at Court hearings.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by the [operators](#):

1. 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 the cameras and monitors must not be moved unless authorised by the Clerk to the Parish Council;
3. The CCTV network video recorder must be kept in a secure location, which minimises the risk of theft and unauthorised access.
4. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk and the Chairman of the Council. The Police and the Parish Council's Insurance Company are permitted access to recordings and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit to review and confirm the Council's operation of the CCTV arrangements;
5. Operators should regularly check the accuracy of the date/time displayed;
6. 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 1 month;
7. 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;
8. Recordings on the CCTV network video recorder maybe transferred to the Clerks PC for further investigation in the event of an incident. Any removable media used to transfer the recordings must be erased and any images stored on the Clerks PC must not be kept longer than is required to support an investigation. The recording should be deleted from the PC after 30 days;
9. Operators may have remote access to CCTV footage on mobile devices. This CCTV footage will only be accessed outside of office hours where the operator has been notified / alerted / suspects a potential incident.
10. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk of the Council. When a repair has been made this should also be logged showing the date and time of completion;

11. Any request by an individual member of public for access to their own recorded image must be made on an 'CCTV Subject Access Request Form'. Forms are available from the on the Prestbury Parish Council website or from the Parish Council office.

Accountability

Copies of the CCTV Policy are available from the Parish Clerk and on the Parish Website.

Any written concerns, complaints or compliments regarding the use of the system should be submitted to the Parish Clerk at parishclerk@prestbury-pc.gov.uk

These will be considered by the Parish Council, in line with the existing Complaints Policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

Version	Date	Review Status
1.0	Aug 2020	Issued