



MELTON PARISH COUNCIL

CCTV POLICY TO COMPLY WITH DATA PROTECTION REQUIREMENTS

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at the Council owned and managed Playing Field off Melton Road, Melton.

The policy takes account of the General Data Protection Regulations and the Data Protection Act 2018. This policy will be subject to periodic review by the Council to ensure that it continues to reflect both all legislative requirements and the public interest.

Statement of Purpose

To provide a safe and secure environment for the benefit of all those who might visit the site or who live in the area. The system will not be used to infringe 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 Melton Parish Council Playing Field so they can enter, use and leave the field and pavilion building and facilities without fear of intimidation by individuals or groups.
- To reduce the risk of 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 or public order.
- 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 undertake their duties.

Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of Melton Parish Council and its Committees. 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 Council meeting.

Responsibilities of the Owner of the Scheme

Melton Parish Council retains overall responsibility for the scheme.

CCTV Code of Conduct

Management of the System

Day to day operational responsibility rests with the Assistant Clerk to the Council.

Breaches of this policy will be investigated by the Clerk to the Council 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 the management of the system and individual copies of this policy will therefore be issued for retention to all staff and Councillors. A copy will also be available for reference in the secure recording areas.

Control and Operation of the Cameras, Monitors and Systems

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, without prior approval of the Clerk to the Council, the Assistant Clerk or the Chairman of the Council or Chair of Recreation Committee. 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 may visit 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 operator.

- c) Operators should check the accuracy of the date/time displayed on a weekly basis.

Storage and Retention of Images

d) Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of persons. Digital images will be erased automatically by the system when the hard drive is full which on average, is after 2-3 weeks.

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 / Assistant Clerk to the Council would inform the Chairman of the Council / Chair of Recreation Committee of any such situation.

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 details. 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 appropriate Committee / Full Council meeting. Any routine checking of recorded data should also be logged.

h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council / Assistant Clerk and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

Subject access requests

i) Any request by an individual member of the public for access to their own recorded image may be subject to a fee. A response will normally be sent within one calendar month in line with the Council's Privacy Statement and the General Data Protection Regulations and the Data Protection Act 2018.

Publicity

j) The Council shall comply with the code of Conduct for CCTV users which has been drawn up by the Information commissioner's Office. Signage shall be in place which sets out the functionality of the software used and lists all the purposes that the data collected will be used for.

Signage is displayed stating that: "A video recording system is in operation at these premises for the purpose of the prevention and detection of crime, safety and good management".

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.

Status

This policy was adopted by Melton Parish Council at its meeting on 16 September 2020.