

FRECKLETON PARISH COUNCIL

CCTV CAMERA POLICY

- Freckleton Parish Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor buildings in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property.
- The system comprises a number of fixed cameras.
- The system does not have sound recording capability.
- 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.
- The CCTV is monitored remotely by the Parish Clerk and other authorised staff/ Councillors as necessary.
- The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV and associated images is covered by the Data Protection Act 1998. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 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.
- The Council recognizes that during periods where children and young adults are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. An option will be made available to a designated and responsible individual to temporarily isolate CCTV coverage during applicable periods.

STATEMENT OF INTENT

- 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.
- In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

SITING THE CAMERAS

- 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.

- The Council will make every effort to position cameras so that their coverage is restricted to the Council premises, which will include outdoor areas.
- Members of staff should have access to details of where CCTV cameras are situated.

COVERT MONITORING

- The Council may in exceptional circumstances set up covert monitoring. For example:
 - Where there is good cause to suspect that illegal or unauthorized action(s), is taking place, or where there are grounds to suspect serious misconduct;
 - Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.
- In these circumstances authorisation must be obtained from the Parish Clerk.
- Covert monitoring must cease following completion of an investigation.
- Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

STORAGE AND RETENTION OF CCTV IMAGES

- Recorded data will be retained for no longer than is necessary. 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.
- All retained data will be stored securely.

ACCESS TO CCTV IMAGES

- Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

SUBJECT ACCESS REQUESTS (SAR)

- Individuals have the right to request access to CCTV footage relating to them under the Data Protection Act.
- All requests should be made in writing to the Parish Clerk. 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.
- The Council will respond to requests within 28 calendar days of receiving the written request and fee.
- A fee of £25 will be charged per request.
- The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardize an on-going investigation.

ACCESS TO AND DISCLOSURE OF IMAGES TO THIRD PARTIES

- 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).
- Requests should be made in writing to the Parish Clerk.

- The data may be used within the Council's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

COMPLAINTS

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

FURTHER INFORMATION

- CCTV Code of Practice (published by the Information Commissioners Office)
- Regulation of Investigatory Powers Act (RIPA) 2000/ Data Protection Act 1998

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 1998).

Freckleton 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 will conduct an annual review of its use of CCTV, as follows:-

	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.			
Residents will be consulted about the proposal to alter CCTV equipment.			
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 SIGNAGE

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Council will ensure that this requirement is fulfilled.

The CCTV sign should include that the area is covered by CCTV surveillance and pictures are recorded.

APPENDIX C CCTV ACCESS REQUEST FORM

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: