

Compton Parish Council

CCTV Privacy Impact Assessment



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Adopted by	Full Council	Review due	June 2024
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1. Overview

Compton Parish Council has installed CCTV cameras in the Recreation Ground in response to complaints of anti-social behaviour and occasional vandalism.

Compton Parish Council seeks to prevent and detect crime in this area. It has two cameras, one on the Sports Pavilion, the other in the car park area.

The purpose of recording images is to prevent crime, anti-social behaviour or fraud, and to detect it where prevention has failed.

The system captures images of the ground around the Pavilion and the car park. Images are recorded on digital recorders which are stored in a locked cabinet within the kitchen in the Sports Pavilion.

Images are only accessible from the system using a password controlled by authorised operators.

2. System Operator

The System Operator is Compton Parish Council.

3. System Users

The System Users are operators authorised by Compton Parish Council. This is the Parish Clerk.

4. Aims and Benefits

The aims are:

- To prevent crime and anti-social behaviour, and, where necessary, detect it.
- To provide secure footage of detected crimes or incidents in order that they can be reported to and investigated by the Police.

The benefits of the installations are:

- Crime is deterred by the presence of CCTV and signage.
- Crime is detected where prevention fails and action can be taken to ensure that the site is safe and secure for use by the users of the premises.

The benefits to other parties are:

- Crime is detected and images recorded in order to help the Police with any investigations.
- The users of the Recreation Ground are able to use the facilities safely and securely.

5. Needs Identified

This location includes a football pitch, a play area, a sports pavilion and a car park. There have been incidents of vandalism and anti-social behaviour.

The Parish Council, after correspondence with users and residents, has concluded that a CCTV system would be the most effective deterrent to protect users of these sites.

6. Other options apart from CCTV

There are no staff on site to monitor this area and ensure users comply with the conditions of use.

Increased lighting would not serve a useful purpose as this would have an impact on neighbouring properties.

7. Information Flows

Information is continuously recorded on digital recorders located in the Sports Pavilion. These are fed from two cameras on the site.

Footage is kept until the system overwrites previous information which lasts 30 days.

In the event of crime being reported the footage is reviewed by an authorised operator of the Parish Council.

The company which installed the system will provide support to the Parish Council to access information when required.

The system is managed by the Parish Council. Access to the CCTV account can be obtained by the Parish Council and all cameras can be viewed using the equipment stored securely in the Sports Pavilion. Access is strictly controlled through the Parish Council.

The system stores high-definition images only – no sound is recorded. Images are recorded as colour during the day and in black and white at night. The cameras are positioned and aimed so that only information about individuals using the facilities is captured. The cameras do not record images of people in their dwellings.

Face recognition and number plate identification software is not used.

Individuals will be told about the scheme by signage being erected in the area covered by the cameras.

The contact details of the Parish Council as the scheme operator will be clearly displayed, as will the purpose of the scheme – the prevention and detection of crime.

Personal data will only be recorded for the purposes of the prevention and detection of crime, anti-social behaviour or fraud and will not be used for any other purposes.

8. Risks

The key risk associated with the project is that personal information in the form of video footage will be used for purposes other than the objectives of the project – the prevention and detection of crime at the facilities.

9. Mitigation/Privacy Solutions

The risk is mitigated by limiting access to the data to authorised persons and ensuring that the data is only provided to the Police for the investigation of crime, fraud or anti-social behaviour.

In a closed, confidential session of the Parish Council, images will be shown to the Councillors to see if anyone can identify anyone in the images. Any information from this will be forwarded to the police. The images will not leave the meeting room and Councillors can only view them at the closed session and not take images away with them. Information will remain confidential to that part of the meeting.

Any requests for data to be used in other ways will be denied.

Data is to be kept under secure conditions – a locked cabinet protected by physical security (a locked cabinet inside a locked building) and software security (password protected software to access video footage).

Further, the deletion of data on a rolling recording process means that images recorded more than 30 days ago will be routinely overwritten.

10. Conclusion

The Parish Council believes that this PIA demonstrates that the CCTV installations represent an appropriate response to ongoing crime and security issues.

This PIA has identified the risks and proposed mitigation or privacy solutions that protect the public whilst ensuring that the CCTV scheme can achieve its objectives.