

Darenth Parish Council

CCTV and Codes of Practice Policy

1. Background

This policy sets out to control the management, operation, and discretionary use of the CCTV system located at Waller Park Pavilion and Grounds, Wood Lane, Darenth, Kent DA2 7LR and Darenth Community Hall, Ladywood Road, Darenth, Kent DA2 7LL. Both sites are owned and managed by Darenth Parish Council.

The policy was introduced in line with the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018. This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the interests of the public and that all legislative requirements are being met.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998, Registration Reference: ZA309654.

Subject to the Data Protection Act 1998, Darenth Parish Council accepts that 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 a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who 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 fear of crime by facility users;
- to reduce vandalism of property, discourage antisocial behaviour and prevent, deter, and detect crime and disorder;
- to assist the policing team, the Parish Council 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 byelaws;
- 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 carry out their lawful duties.

3. Changes to the Purpose or Policy

Any changes to this policy will be made by resolution at a full Parish Council meeting.

4. Responsibilities of the Owner of the Scheme

Darenth Parish Council retains overall responsibility for the scheme.

5. Management of the System

The operational responsibility is assigned to the Parish Clerk, Parish Council Chairman and Grounds & Facilities Warden.

Breaches of this policy will be investigated by the Parish Clerk 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 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 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 areas.

Appropriate signage will inform the public of the use of CCTV and provide contact information.

6. Control and Operation of Cameras and Monitors

CCTV cameras will survey public areas only and the following points must be understood and observed by operators:

a) The operator (Grounds & Facilities Warden) must act with integrity and not abuse the equipment or images recorded.

b) No public access will be allowed to the monitors except for lawful, proper, and sufficient reason, with prior approval of the Parish Clerk and Council Chairman. The policing team 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 policing team may visit Waller Park Pavilion and Darenth Community Hall to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit by the policing team will be logged by the operator.

c) The operator should regularly check the accuracy of the date/time displayed.

d) Storage and Retention of Images

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 31 days.

e) Images will not normally be supplied to the media, except on the advice of the policing team if it is deemed to be in the public interest. The Parish Clerk will inform the Chairman any such matter.

f) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement and sign an exhibit label. Any images that are handed to the police should be signed for and relevant information logged to identify the recording.

g) Any event that requires verification of recorded data should be clearly recorded in the CCTV log to include crime references.

h) Any damage to equipment or malfunction discovered by the operator should be reported immediately to the Parish Clerk and the details recorded. Equipment repairs should be noted in the same way.

i) Subject Access Requests

Any request by a member of the public for access to their own recorded image must be made on an [Access Request Form](#). Forms are available by contacting the Parish Clerk or via the Parish Council website. There are no fees or charges for the first request but additional requests for the same personal data or requests which appear unfounded or excessive may be subject to an administrative fee.

7. **Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act.

Policing teams will be informed of the installation and provided with a copy of this CCTV Policy and Memorandum of Understanding.

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Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with its existing complaints procedure.

8. **Future Revision and Consultation**

This CCTV and Codes of Practice Policy will be subject to regular review at least bi-annually.

Document Control

Author/Contact:	Ellen Mote Parish Clerk & Responsible Finance Officer	
Document Reference:	CCTV and Codes of Practice Policy	
Version:	01	
Status:	Approved and Adopted	
Publication Date:	September 2021	
Related Policies:		
Review Date:	As required	
Approved/Ratified By:	Darenth Parish Council	Date: 14/09/21