



## 1. Closed Circuit Television Policy

This policy relates to surveillance camera equipment and the gathering, storage, use and disposal of CCTV system recorded data. The video recordings will be used for security and safety purposes only

Coddington Community Centre (CCA) is referred to as 'the Centre' throughout this policy. This document should be read in conjunction with the Community Centre's GDPR Policy.

## 2. Definitions

Camera	Any device used as part of a CCTV system.
CCTV	Closed Circuit Television.
CCTV System	Any system or device used by the Centre to monitor an area.
Image	Any image captured by a CCTV system
Overwrite Period	The period between an image being recorded and it being automatically deleted from the CCTV system.
Responsible Officer	The Officer with responsibility for CCTV policy.

## 3. Introduction

3.1 Use of cameras and other electronic recording devices in public places has escalated over recent years and the advance of technology has meant that the variety of devices available has expanded. Whilst these perform a useful role in preventing and detecting crime and keeping people and property safe, such use has led to much greater intrusion into the private lives of individuals going about their lawful business. This policy aims to set out standards relating to the use of such equipment that maximises effectiveness whilst at the same time minimises interference with the privacy of individuals whose images are captured by the devices.

3.2 Officers undertaking covert surveillance with or without recording devices must comply with the requirements of the Regulation of Investigatory Powers Act 2000 (RIPA) and the Codes of Practice issued pursuant to that legislation. This policy does not apply to such activities.

## 4. Objectives

4.1 It is important that everyone, and especially those charged with operating the CCTV systems on behalf of the Centre, understand exactly why the CCTV system and each camera used as part of a CCTV system has been introduced and what the cameras should and should not be used for.



4.2 Each CCTV system will have its own site or task specific objectives. These could include some or all of the following:

- a) Protecting areas and premises used by Centre Customers and the public.
- b) Deterring and detecting crime and anti-social behaviour.
- c) Assisting in the identification of and apprehension of offenders.
- d) Deterring violent or aggressive behaviour.
- e) Protecting Centre property and assets.
- f) Assisting in grievances, formal complaints and investigations.
- h) Surveying buildings for the purpose of maintenance and repair.

4.3 The CCTV system must not be used to monitor the activities of Centre Employees or members of the public in the ordinary course of their lawful business.

#### 4.4 Objectives

To provide a safe and secure environment for the benefit of those who might visit, work or use 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 cameras will be used for the following purposes:

- to reduce the fear of crime by persons using facilities at Coddington Community Centre, so they can enter and leave the building and facilities without fear of intimidation by individuals or groups;
- to prevent, deter and detect crime and disorder;
- to assist the police, Coddington 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 bye-laws;
- 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.

#### Location of CCTV Camera’s at Coddington Community Centre

Camera Number	Location covered	Objective	Signage in place
1	North West corner	To deter and investigate antisocial behaviour around the community centre and the car park entrance.	Yes
2	North East corner	To deter and investigate antisocial behaviour around the community centre main entrance and the car park in front of the building.	Yes
3	East wall	To deter and investigate antisocial behaviour around the community centre exit door from function room and the car park around the pedestrian entrance.	Yes
4	South Wall	To deter and investigate antisocial behaviour around the rear of the community centre including the rear exit to the main hall.	Yes
5	West Wall	To deter and investigate antisocial behaviour around the community centre exit door from main hall and the car park disabled parking spaces.	Yes



## **5. Legislation**

5.1 CCTV systems are subject to legislation under:

- a) The General Data Protection Regulation 2018
- b) The Human Rights Act 1998
- c) The Freedom of Information Act 2000
- d) The Regulation of Investigatory Powers Act 2000
- e) The Protection of Freedoms Act 2012
- f) The Criminal Procedures and Investigations Act 1996

## **6. Responsibilities**

The Responsible Officer

6.1 The Responsible Officer (Chairman) is responsible for ensuring all those involved in the use of the CCTV system can view current legislation and guidance relating to the CCTV system.

6.2 The Trustees will review the CCTV policy annually.

6.3 The day-to-day operational responsibility for the CCTV system rests with the Responsible Officer.

6.5 The Responsible Officer shall ensure that any person involved in the operation of the CCTV system are trained in the use of the equipment and are aware of this policy and the procedures in place to manage CCTV systems at the Centre.

6.6 The Responsible Officer should act as the first point of contact for all enquiries relevant to the CCTV system in their premises and should ensure that only authorised Centre personnel are able to operate or view images.

6.7 The Responsible Officer shall investigate any reported misuse of a CCTV system..

6.8 The responsible officer shall report any faults in the CCTV system to the installation company who shall take steps to remedy the fault at the earliest opportunity.

## **7. CCTV Operations**

7.1 Persons operating CCTV systems are responsible for operating the equipment in accordance with all requirements set out in current legislation, this policy document, relevant guidelines, codes of practice and local operational manuals.

7.2 Persons operating CCTV systems must be familiar with the requirements of information governance.

7.3 Persons involved in the use of CCTV systems shall report any misuse to the Responsible Officer and shall co-operate with any investigation by the Responsible Officer. The Responsible Officer shall investigate any reported misuse of a CCTV system

7.4 Persons operating CCTV systems shall be responsible for bringing any equipment faults to the Responsible Officer's attention immediately.



## **8. Purchasing and Deployment of CCTV Cameras**

8.1 It is advisable when purchasing CCTV systems to purchase from suppliers that are registered with the Surveillance Camera Commissioner's Third Party Certification Scheme. Certification enables organisations to demonstrate that they use their CCTV systems transparently, effectively and proportionately.

8.2 Those responsible for introducing and operating CCTV systems must ensure that the use of cameras is proportionate to the intended objective and that individuals' right to privacy is respected at all times. A clear operational objective for the CCTV system must be identified and an assessment on the impact on privacy must be carried out and reviewed each year.

8.3 Care must be taken to ensure that cameras do not capture images or sounds of private spaces such as dwelling houses.

8.4 The Centre does not deploy 'dummy' cameras as part of its CCTV systems as these can provide a false sense of security.

8.5 The Centre does not operate cameras that can monitor conversation or be used to talk to individuals as this is seen as an unnecessary invasion of privacy.

## **9. Monitoring**

9.1 The ability to view the CCTV system monitors must be restricted to those authorised to see them.

9.2 Monitoring of CCTV systems where required will only be carried out by persons authorised by the relevant Responsible Officer.

9.3 CCTV will only be subject to the GDPR Act 2018 if the footage captured "relates to living individuals who can be identified" from it.

## **10. Viewing Images**

10.1 The casual viewing or trawling of images or sounds captured by a CCTV system is strictly forbidden. Viewings must only be carried out for a specific, legitimate purpose.

Viewing Requests should be made in a timely manner as the retention period for the Centre's CCTV systems in operation is 28 days.

10.2 Under the Freedom of Information Act 2000, people can request access to any recorded information (with certain exemptions) that the Centre holds. However, if individuals are capable of being identified from the CCTV system footage then it is personal information about the individual concerned and is unlikely to be disclosed in response to a Freedom of Information request as the requester could potentially use the information for any purpose and the individual concerned is unlikely to expect this. All Freedom of Information requests relating to CCTV system images should be directed to the Centre's Responsible Officer.



10.3 On occasions the Centre may wish to access images and recordings captured on CCTV systems as part of a legitimate investigation into misuse of the hall, criminal activities, civil claims, complaints, grievances or health and safety issues. Viewings and images will only be authorised by the Responsible Person.

10.4 On occasion, Police Officers may request to view images taken from CCTV systems during the investigation of criminal activity. This is acceptable under the GDPR Act 2018. However, the Police Officer making the request must complete the Request to View CCTV (Appendix 2)(available from the Responsible Officer) confirming that the information is needed for the detection or prevention of a specific crime. The form must be completed and signed and returned to the Responsible Officer. The Responsible Officer will log all such requests. Police Officers are not permitted to trawl the Centre’s CCTV systems on the off chance of detecting a crime.

10.5 Occasionally insurance companies or solicitors will request footage, generally over disputes regarding damage to cars in the car park. As the footage may identify the individual drivers or vehicles involved it is classed as personal information. Copies of personal information can be requested by completing a CCTV Request Form. Ordinarily you are only entitled to information about yourself; however, in certain circumstances it is reasonable to include information about third parties, and this is permitted by the GDPR. Such circumstances may include where a third party has caused damage to you or your vehicle. All such requests must be made through the Responsible Officer and the Request to view CCTV – Other should be completed and returned to the Responsible Officer. The Responsible Officer will log all such requests and who may need to redact third party information.

10.6 An Access Logbook will be kept and completed to document all viewings of CCTV recordings.

Date of viewing	Authorised by	Viewed by	Why viewing required	Date/Time of recorded information	Copy taken Y/N	Result of access



## 11. Signage

11.1 All areas where CCTV is in use should be clearly signed. Such signs warn people that they are about to enter an area covered by a CCTV system or to remind them that they are still in an area covered by a CCTV system. Signs will also act as an additional deterrent. CCTV system signs should not be displayed in areas that do not have CCTV cameras.

11.2 Signs should be an appropriate size depending on context. For example, whether they are viewed by pedestrians or car drivers.

11.3 Signs should be more prominent and frequent in areas where people are less likely to expect that they will be monitored by a CCTV system.

11.4 Signs should:

- a) Be clearly visible and readable;
- b) Contain details of the organisation operating the system;
- c) The purpose for using the surveillance system;
- d) Contact details such as a simple website address, telephone number or email address.

## 12. Storage and Retention

12.1 CCTV system images are stored for 28 days and then overwritten.

12.2 Recorded material will not be sold or used for commercial purposes.

12.3 CCTV systems will be kept secure from unauthorised access.

12.4 All images remain the property and copyright of the Centre.

12.5 All images are stored on a local device.

12.6 Image resolution should be relevant to purpose.

12.7 All media will be confidentially disposed of when no longer needed.

12.8 No CCTV system images will be stored in the Cloud.

12.9 No CCTV system images will ever be published to the Internet.

## 13. Inspections

13.1 CCTV systems at the Centre can be inspected at any time by:

- a) The Responsible Officer.
- b) A Police Officer after completion of the relevant form.

13.2 Spot checks and audits of the Centre's CCTV systems will take place sporadically.

## 14. Health and Safety

14.1 The relevant Responsible Officer should ensure that Officers are made aware of and comply with all Centre policies on health and safety, in particular, working with electrical equipment, VDU regulations and working with heights.

## 15. Complaints

15.1 Any complaints regarding CCTV systems at the Centre should be directed to the relevant Responsible Officer.



**Appendix 1** Checklist for users of limited CCTV systems monitoring small retail and business premises:

This CCTV system and the images produced by it are controlled by Coddington Community Association 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).

The Centre has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for misuse of the Coddington Community Centre. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (Date)	By	Due for 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.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. The decision should be reviewed on a regular basis.			
A system has 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.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the signs.			
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 potential impact on individuals' privacy has been identified and taken into account in the use of the system.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advise 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			

**Please keep this checklist in a safe place until the date of the next review.**



**Appendix 2**

**Request to view Coddington Community Centre CCTV - Police**

<b>Name and badge number of Police officers viewing the CCTV</b>	
<b>Contact details</b>	
<b>Date of viewing (recorded images)</b>	
<b>Date(s) and time(s) being investigated</b>	
<b>Brief description of crime/antisocial behaviour being investigated</b>	
<b>Do you require Coddington Community Centre to save any footage for viewing/use later? If so, please detail</b>	
<b>Have you taken a copy of any CCTV footage?</b>	

**Signature of Person viewing the footage** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by (name and signature)** \_\_\_\_\_



**Appendix 3**

**Request to view Coddington Community Centre CCTV - Other**

<b>Name and Business of Person viewing the CCTV</b>	
<b>Contact details</b>	
<b>Date of viewing (recorded images)</b>	
<b>Date(s) and time(s) being investigated</b>	
<b>Brief description of footage being investigated</b>	
<b>Do you require Coddington Community Centre to save any footage for viewing/use later? If so, please detail</b>	
<b>Have you taken a copy of any CCTV footage?</b>	

**Signature of Person viewing the footage** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by (name and signature)** \_\_\_\_\_