

FELBRIDGE PARISH COUNCIL – CODE OF PRACTICE FOR THE USE OF CCTV

Felbridge Parish Council operates within the model CCTV Code of Practice as published by the Information Commissioner's Office. FPC is registered with the ICO under the Data Protection Act 1998 and this registration is renewed annually. The code is adopted to ensure that good practice standards apply to the use of CCTV. There are currently eight CCTV cameras located around Felbridge Village Hall, the car park and the grassed areas (King George's Field).

The code covers the use of CCTV by the Parish Council to capture images of identifiable individuals for the purpose of potentially taking action in relation to an individual (for example handing the images over to the Police to investigate a crime including anti-social behaviour, littering, graffiti and vandalism).

In administering the handling of CCTV data, the control of the images and how they are used will be the responsibility of the Clerk to the Council and duly authorized councillors.

1. The handling and use of any images will be recorded by the Clerk who will ensure that the procedures are followed and any right to access requests are dealt with in accordance with the code
2. The procedure for handling the control and recording of images will be reviewed annually by the Council
3. The images recorded will be available to view by authorised persons only
4. Disclosure of images will be limited to the appropriate law enforcement agencies to help with the prevention, prosecution and detection of crime. Any other disclosure will be at the discretion of the Clerk to the Council and any request will be carefully considered for validity, purpose and compliance
5. A record will be kept of any disclosure including details of those to whom information has been shared
6. Images are retained for approximately 28 days after which they are deleted
7. Images needed for the purpose of crime prevention, prosecution and detection will be downloaded and retained only as long as necessary to complete an investigation/prosecution
8. CCTV warning signs are displayed in the Village Hall area
9. Subject access requests will be provided within 40 calendar days of the event to individuals who wish to view images of themselves. A charge of £25 will be made for such requests. Details must be provided to confirm identity (eg ID, information on clothing worn) along with sufficient information to locate the images on the system – date, time and location. Any images of third parties will need to be obscured with associated costs being borne by the applicant.
10. Freedom of Information requests to release images of individuals to third parties are exempt as these images come under Data Protection principles.
11. CCTV Data Controllers are the Clerk to Felbridge Parish Council clerkfpc@aol.com and Councillor Jeremy Clarke jeremyclarkefpc@gmail.com