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1.0 Houghton Parish Council Surveillance Policy

This policy is to control the management, operation, use and confidentiality of the Video Surveillance Scheme (VSS) located at:

- Houghton, Stockbridge, Hampshire

The Video Surveillance Scheme is managed by Houghton Parish Council.

The policy was prepared after taking due account of the Code of Practice published by the Surveillance Camera Commissioner the UK - General Data Protection Regulations 2018 (UK GDPR) and Protection of Freedom Act 2012 (POFA).

This policy will be subject to an annual review by the Parish Council to ensure that it continues to reflect the public interest and that it meets all legislative requirements.

The Parish Council Video Surveillance Scheme is registered with the Information Commissioner under the Terms of the UK–GDPR 2018.

Houghton Parish Council accepts the eight data protection principles based on the above legislation as follows:

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

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the parish of Houghton. The system will only be used in accordance with the law. The scheme will be used for the following purposes:

- To prevent, deter and detect crime
- To reduce the level of fly tipping and identify the culprits
- To assist the Police, Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime and public order
- To act as a deterrent to potential offenders by publicly displaying the existence of VSS, having cameras clearly sited that are not hidden and signs on display in areas being monitored

Control and Operation of the Surveillance Camera Scheme

- Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Working Group to the Council
- Law Enforcement Agencies are permitted access to the recorded images if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies are able to review and confirm the Parish Council's operation of VSS by arrangement. Any visit to view images will be logged.
- Operators should regularly check the accuracy of the date/time displayed
- Unless on the advice of the police, recorded images will not be shared on Social Media platforms
- Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.
- Day-to-day operational responsibility rests with the Parish Council
- Breaches of this policy will be investigated by the Parish Council

2.0 INTRODUCTION

This document details the operating policy and standards for the Surveillance Systems installed at Houghton Parish Council in accordance with the requirements of the UK GDPR and POFA.

2.1 Rationale

That surveillance systems are correctly, efficiently installed and operated in compliance of British Standards Institute (BSI) and the Government protocol for evidence gathering and presentation provided by the Home Office publications.

Main standards

- [British Standard on the minimum requirements for a Video Surveillance System \(BS EN 62676-1-1\)](#)
- [British Standard on requirements for the selection, planning, installation, commissioning, maintaining and testing of CCTV systems \(BS EN 62676-4\)](#)
- [British Standard on security, performance, and connectivity of video transmissions \(BS EN 62676-1-2\)](#)
- [British Standard on the design, installation, commissioning, maintenance, operation and remote monitoring of detector-activated CCTV \(BS8418\)](#)

Other relevant standards

These standards may be required depending on the installation.

- [British Standard on setting out specifications for how devices work together and connect across a network \(BS EN 62676-2-1\)](#)
- [British Standard that specifies a method of connectivity for IP video transmission devices using HTTP and REST services \(BS EN 62676-2-2\)](#)
- [British Standard that specifies a method of connectivity for IP video transmission devices using web based services \(BS EN 62676-2-3\)](#)

- [British Standard on how digital and analog devices exchange information \(BS EN 62676-3\)](#)

2.2 Operating Principles

System operators should ensure compliance with UK General Data Protection (UK GDPR) and Protection of Freedom Act 2012 (POFA), personal data, including images viewed that are recorded on CCTV surveillance systems will be processed in accordance with the following 12 Data Protection Principles as published the Surveillance Camera Commissioners Code of Practice:

1. The use of surveillance camera systems must always be for a specified purpose which is the pursuit of a legitimate aim and necessary Data Subject Access Request (DSAR) to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies, and procedures must be in place before a surveillance camera system is used, and these must be communicated to all that need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once its purpose has been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary Data Subject Access Request (DSAR) for such a purpose or law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera surveillance images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies, and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim

and a pressing need, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

12. Any information used to support a surveillance camera system that matches against a reference database for matching purposes should be accurate and kept up to date.

13. Contact details for the system are shown below in Section 3.3.

3.0 SURVEILLANCE POLICY

3.1 Policy Statement

Houghton Parish Council seeks to assist in providing, as far as is reasonably practicable through a CCTV scheme, a safe, secure, low-crime environment for those who visit, work or live in the parish of Houghton. Surveillance Cameras are operated for the purpose of assisting in the prevention, investigation, and detection of crime, apprehension and prosecution of offenders.

3.2 Notification to the Information Commissioners Office (ICO)

Organisation Name:

Houghton Parish Council

Reference number:

Z8850864

Tier:

Tier 1

Start date:

29 November 2004

End date:

28 November 2022

3.3 Registered Data Controller

The organisation or person responsible for notifying the ICO within 72 hours of any serious data breach and communicating information with nominated data processors is:

Name:

Councillor Mr. Peter Chant or nominee.

Address:

Houghton Parish Council. Email houghtonparishcouncil@gmail.com

Phone:

Peter Chant: 01794 388892

Email:

Cllr.peterchant@gmail.com

Data Processors:

Mr. Dennis Stephens Mobile 07817 380831

Mr. Terry Heffernan Mobile 07834 483384

3.4 Purpose of the Surveillance System

The Video Surveillance System (VSS) operated for the purpose of assisting in the prevention, investigation and detection of crime, apprehension and prosecution of offenders.

3.5 Responsibilities of the Surveillance Scheme Operator

It is the responsibility of the surveillance scheme operator as Data Controller to:

- Ensure compliance with this policy.
- Ensure that the operating procedures for this surveillance scheme are complied with at all times.
- Ensure that the purposes and objectives of the scheme are met.
- To notify all persons entering the scheme's surveillance area that a surveillance scheme is in operation.
- To facilitate formal data subject access requests of any images captured under the terms of the UK GDPR and POFA.

3.6 Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment (DPIA) will be undertaken so that privacy risks are minimised while allowing the aims of the project to be met wherever possible and to comply with Section 30 (1) (a) of the Protection of Freedom Act 2012 and as recommended in the Surveillance Camera Code of Practice issued by the Biometric and Surveillance Camera Commissioner.

3.7 Subject Access to and Disclosure of Data to Third Parties and Data Subjects

Requests for access to or disclosure of data or recorded images from the surveillance systems will only be considered and granted if the request from the third party works for or is acting on behalf of the following:

- Law enforcement
- Prosecution agencies
- Relevant legal representatives
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal inquiries or proceedings)
- Organisations (e.g., Insurance companies) representing the interest of a Data Subject or a third party. Such requests must be accompanied by the written consent from the Data Subject, or all third parties (or their representatives) related to the request. In these situations, any images that are released must contain recognisable images of the Data Subject only.
- Staff and contractors directly involved in the installation, repairs, and maintenance of the Surveillance equipment, access to images shall be limited to that which is strictly necessary Data Subject Access Request (DSAR) to achieve the task that they are employed to carry out.
- Access to view recorded data for emergency incidents - Surveillance evidence is available to view for investigations which are 'real time'. Houghton Parish Council

Document Reference *Surveillance Data Access Request* form.

- This will need the Data Controller's approval and full details of the incident/issue which may be on our Surveillance system should be provided including times/exact locations/exact time to coordinated by the controller.
- Once approval has been given, viewing access will be from where the recording system is located or in a dedicated viewing area. The nominated Data Processor will check the surveillance system and if there is no data there the police will be advised of this. If there is evidence the police can view this, but any burning off or still images will not be available until normal business hours. Access to reviewing the surveillance system by the police will be logged by the person in charge so there is an audit trail.
- Other requests for access to data will not be able to be viewed or burned off for the police and will only be available through the controller in normal office hours.
- All Data Subject Access Request (DSAR) forms must include full details of issue/incident, details of the time (time frames), day/date, and the location of the incident under investigation. Please note access to data or confirmation of details relating to staff including confirmation that an individual is a member of staff, will require a Data Subject Access Request (DSAR) form and the information will only be available in normal office hours. In the event of an emergency, the Data Controller will be contacted, advice and support will be given.

All requests for access (disclosure) will be dealt with by the Data Controllers and will be documented and maintained in the centralised Data Request workbook. If the disclosure is authorised through Governance, the following details must be recorded in the "Data Subject Access Documentation":

- Purpose of visit e.g., system maintenance.
- Details of information viewed.
- Name and signature of the third party
- Name of organisation
- Position
- Name of control room operator supervising viewing
- Date & Time of viewing

The Data Controller will protect the identity of any third party not involved or the subject of investigation at all times, especially in respect of surveillance system (data) images.

The Data Controller should consider having a prepared contractual agreement with an independent and authorised "Video Redaction Service" www.ocucon.com (or alternative service provider) to enable them to comply with this requirement for DSARs.

UK GDPR– Subject Right of Access (Individual)

There is an expectation in the European Directive 95/46/EC which formulated the UK GDPR in the U.K. that an individual has the privileged Right to Access their data held by a Data Controller.

A Data Subject Access Request must be responded to within 1 calendar month of the request and verification of the applicants' identity as being the data subject.

A Data Controller has the legal duty in the Act to restrict the data provided to the individual to that only identifying that individual and protect the identity of any third party involved (with certain exceptions to be found in section 7 (4)(5)(6) UK GDPR.

The Data Controller will have a firm audit control of any communication received from an individual requesting Data Subject Right of Access to their Surveillance (data) image and the

Data Controller in reference to any decision on complying with that request which if required can be presented on investigation by the Information Commissioner's Office (I.C.O.), or any Court as per section 35 UK GDPR.

The site management documentation on-site will include a '*CCTV Subject right of access procedures and documentation*' to enable the Data Controller to comply with Section 7 UK GDPR– Subject Right of Access. Requests will be coordinated and processed by the controller.

UK GDPR – Disclosure to Law Enforcement Agencies

The Data Controller is legally required to protect the veracity of Surveillance (data) images and restrict access to that data. The Data Controller will retain ownership and legal responsibility of that data even after a copy has been provided to a third party, including any Law Enforcement Agency and as such will have a firm audit control to ensure the reason for disclosure met with Section 29(1) UK GDPR which is for;

- The prevention and detection of crime.
- The apprehension or prosecution of offenders, or
- The assessment or collection of any tax or duty or of any imposition of a similar nature.

Houghton Parish Council Data Subject Access Requests Document and Procedures enable the Data Controller to comply with Section 29(3) UK GDPR.

UK GDPR– Disclosure required by court order, or in connection with legal proceedings investigation.

The Data Controller is obliged to disclose and provide surveillance (personal data) image(s) in respect of an individual(s) who are the subject to a matter of legal investigation if directed by an Order of Court.

It should be noted that this aspect affects and is to be afforded for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings) Subject Access Request (SAR) for the purposes of establishing, exercising or defending legal rights.

The Data Controller thus may be required to provide Surveillance (data) image evidence in compliance with section 35 UK GDPR even if it may not be in the interests of the Data Controller's wider business.

The Data Controller will again be required to protect the identity of any third party not subject to the investigation and have in place a firm process to record any transaction and communication between the parties involved.

3.8 Complaints Procedure

Any complainant will be informed that his complaint must be sent to the Data Controller (processed by Data Controller) at the address shown on the Surveillance Camera warning signs or site information hand-out.

The Data Controller will require acknowledging and making a reply to all complaints by an individual in respect of the operation of the Surveillance system and maintain an audited record of all correspondence in writing.

Any complaint must be replied to within 5 working days and attending to the complaint immediately, responding to the complainant within 20 working days (UK GDPR).

4.0 IMPLEMENTATION AND COMPLIANCE

4.1 Responsibilities of all staff

All Council or nominated representatives are obliged to adhere to this policy and are responsible for ensuring that the staff for whom they are responsible are aware of and adhere to this policy. They are also responsible for ensuring staff are updated in regard to any changes in this policy.

4.2 Corporate Oversight

The Data Controller of Houghton Parish Council and nominated personnel will take steps to ensure that all staff adheres to this policy. A failure to adhere to this policy may result in disciplinary action.

4.3 Training

The Data Controller or his nominated staff will take steps to ensure that adequate training is available to employees who require it.

4.4 Monitoring Compliance

An annual assessment should be undertaken by an independent auditor to evaluate the effectiveness of the Surveillance system and its compliance with the UK GDPR and Surveillance Camera Commissioners Code of Practice 2017. The results of the report will be assessed against the stated purpose of the scheme. If the scheme is not achieving its stated purpose, the client should evaluate the risk and take remedial action to modify the system and or change operational procedures.

5.0 DISTRIBUTION

A copy of this Policy will be available at all the Data Controllers designated locations.

The Data Controller will issue and discuss the contents of the Policy with the Data Processors together with the relevant documentation.

Sections 6, 7 & 8 should be treated as the client's confidential and commercial information and distribution restricted.

6.0 OPERATIONAL PROCEDURES FOR THE USE OF CAMERAS AND SURVEILLANCE DEVICES

6.1 Cameras and surveillance devices

Video Surveillance Cameras will provide a clear usable image in the order they are effective

for the purpose for which they are intended. Installed in such a way that it only views areas which are intended to be covered by the Surveillance system, thus enabling operators to view images or the recording equipment to capture images relevant to the purpose for which the scheme has been established and approved.

The Operational Requirement for the Surveillance system should define the strategically important locations where cameras exist or are required and agree with the scheme Data Controller if the identification of subjects is either required or mandatory (locations such as main road or thoroughfare).

Surveillance Cameras and lighting will be properly maintained and serviced to ensure that clear images are delivered to the recording and monitoring equipment.

6.2 Camera Signage

Statutory warning signs will be sited so that members of the public are aware they are entering an area that is covered by Video Surveillance Cameras. These to be sited to include vehicular roadways and pedestrian entrances.

Signage must be clearly visible. These will be A3 plastic, yellow in colour, with black font and display clearly the following information:

*Houghton Parish Council
Video surveillance is in operation in this village for the purpose of crime
prevention and detection. Contact details for enquiries: email
houghtonparishcouncil@gmail.com*

6.3 Quality of Recorded Images:

Images produced by the recording equipment must be as clear as practically possible, so they are effective for the purpose for which they are intended. Images must not be retained for longer than is necessary and consideration should be given to the following:

- Archive retention period before recordings is overwritten by the recording equipment and software.
- Recording rate where the system set up will determine how many Images Per Second (IPS) are recorded from each individual camera.
- Replay quality must be of a usable image in that is effective for the purpose for which intended.
- Additional information stored including time, date, camera number, and location must be accurate and include metadata.
- Operators are trained and familiar with the operation of the recording system and should have access to Operator Instructions for the equipment.

6.4 Storage and Control of Data

Recording equipment will be kept in a secure enclosure and location. Where data is recorded to a digital storage device e.g., Digital Video Recorder or Network Video Recorder, access to the system viewing software and recorded data and images must be controlled, restricted and password protected. The IT provider/department will provide secure network connections, firewalls, software protection by security levels of password protection and maintain a high level of information security on the site.

The recording device should be labelled with a Unique Reference Number or product serial number recorded as the basis of achieving an audit trail using the Hard Drive tracking log in the event of the device being removed from the site.

6.5 Training

Council and nominated representatives will be made aware of their responsibility and legal obligation to comply fully with the requirements of the UK GDPR and POFA. Staff will be trained to operate the Surveillance Camera equipment, understand and manage administrative procedures and documentation as required relating to operating the Surveillance Camera system. Training provided will include awareness and legal obligations of ensuring compliance with the UK GDPR and POFA.

7.0 SURVEILLANCE SYSTEM MANAGEMENT AND DOCUMENTATION AUDIT

7.1 Scheme and System Location and Site Information

Site Address: The village of Houghton, Hampshire, with CCTV cameras located on private land at: [REDACTED] SO20 6LF; [REDACTED]
[REDACTED] SO20 6LT and [REDACTED] SO20

Name:

Councillor Mr. Peter Chant or nominee.

Address:

Houghton Parish Council; Email: houghtonparishcouncil@gmail.com

Phone:

Peter Chant: 01794 388892

Email:

Cllr.peterchant@gmail.com

Data Processors:

Mr. Dennis Stephens Mobile 07817 380831

Mr. Terry Heffernan Mobile 07834 483384

Scheme type: Village highway surveillance.

This Surveillance Camera system and the images viewed or recorded by the system relates to the following area: The Video Surveillance scheme operated by Houghton Parish Council includes surveillance cameras installed on highways as described in the VSS data sheets and security installer's "As Installed" commissioning documentation.

7.2 Data Processor and Security Operatives (Including SIA licensing)

Data Processor: The Data Controller will nominate Data Processors at locations responsible for ensuring that the VSS is managed in accordance with this policy document and works in conjunction with Governance and Legal Affairs in relation to the viewing and/or releasing of data.

The Data Controller will be responsible for liaising with any third-party CCTV system operators which may include other surveillance Camera scheme operators and with respect to any Data Subject Access Requests.

The Data Processor has a responsibility to ensure that those involved in the management and use of the Surveillance system have access to policy documents and are aware of the content.

Data Controller/Processor:

Councillor Mr. Peter Chant or nominee.

Address:

Houghton Parish Council. Email: houghtonparishcouncil@gmail.com

Phone:

Peter Chant: 01794 388892

Email:

Cllr.peterchant@gmail.com

Data Processors:

Mr. Dennis Stephens: Mobile 07817 380831

Mr. Terry Heffernan: Mobile 07834 483384

Security Industry Authority (SIA) Licensing of Public Space Surveillance Schemes.

The Houghton Parish Council Video Surveillance Scheme is a Public Space Surveillance Scheme by definition that records video data on appliances for 31 days and is operated by nominated Data Processors to review recorded data when required to do so. Nominated Data Processors are volunteers and therefore do not have to be SIA licensed.

Website: [UK.GOV.SIA guidance](https://www.gov.uk/guidance/sia-guidance)

7.3 Management documentation

The following procedures and management documentation are currently in place and used by the scheme operator:

- Visitors/contractors book recording the purpose of the visit and reason for viewing.
- Any viewing or issuing of data will be processed and coordinated by the controller to ensure compliance with this policy and UK GDPR.

Images viewed or copied from the video recording equipment shall be strictly controlled subject of the following working practices:

- 1) The equipment serial number of all Network Video Recorders (NVR) or Digital Video Recorders (DVR) or will be labelled with Unique Reference Numbers (URN) as the basis for achieving an audit trail.
- 2) Removal of any data recorder or hard drive will be fully documented and traceable through to final destruction.
- 3) In exceptional circumstances, Police may seize hard drives, in which case an Equipment Tracking Audit Trail must be completed for each device removed from the site.
- 4) Images should only be removed from the site in the form of Write Once Read Many (WORM) media, which is normally a CD or DVD. This will bear a Unique Reference Number. This is a form of 'double checking' the entries to ensure accuracy of data.

Three types of the disc are allowed as follows:-

- i) Working Copy (Issue) for issue to those defined in Section 3.7 (Subject Access to and Disclosure of Data to Third Parties and Data Subjects).
- ii) Archive Copy, sealed and then held securely on site.
- iii) Duplicate Copies (Working) may only be created for purposes sanctioned by the data controller who is collating.
- iv) The responsibility for UK GDPR compliance passes to the recipient, however, it is good practice for the Data Processor to take reasonable steps to collect and carry out the certified destruction of such copies once they are no longer required.
- v) The Archive copy of the recording will be retained by the Data Controller for 12 months, and then unless a valid reason exists for its retention it must be destroyed.

Video Prints

Video prints must only be made for specific reasons relative to the stated purposes of the scheme. Video Prints must be individually logged and serially numbered with a control copy made. The control copy of the print will be retained by the Data Processor in a controlled and secure location for a period of 12 months and unless a valid reason exists for its retention, it will be destroyed thereafter along with any other copy.

If Video Prints are taken it is of fundamental importance that they are controlled as per the policy stated on this page. Ensure that those responsible are aware of the need for control and to restrict the number of copies issued to the absolute minimum.

7.4 Training

Houghton Parish Council is aware of the responsibility and legal obligation to provide training to comply fully with the requirements of the UK GDPR. All data processors need to gain an understanding of the Surveillance equipment to which they have access, understand and

manage administrative procedures and documentation as required relating to operating the surveillance system. Clear instruction in the use of any procedures and documentation is to be provided and will need to be relayed to the team that may be nominated as Data Processors.

Furthermore, structured staff training should be provided to all members of staff as required to perform their roles and duties responsibly. The ICO publication; In the picture 2017: A data protection code of practice for surveillance cameras and personal information should be read by all those involved in operating or managing Video Surveillance systems

8.0 SURVEILLANCE CAMERA SYSTEM PERFORMANCE

8.1 System Location and Site Information

Site Address: Houghton Parish Council, Houghton, Stockbridge, Hampshire

Scheme Operator: Houghton Parish Council.

Names:

Councillor Mr. Peter Chant,

Address: Houghton Parish Council. Email: houghtonparishcouncil@gmail.com

Phone:

Peter Chant: 01794 388892

Email:

Cllr.peterchant@gmail.com

Scheme type: Village highway surveillance.

This Surveillance Camera system and the images viewed or recorded by the system relate to cameras installed on or adjacent to highways, on private land in the village of Houghton, as follows:

- [REDACTED] SO20 6LF
- [REDACTED] SO20 6LT
- [REDACTED] SO20 6LY.

Voice Recording: is not operated by Houghton Parish Council as part of the security system.

Facial Recognition: is not operated by Houghton Parish Council as part of the security system.

Body Worn Cameras (BWC): Body-worn CCTV surveillance cameras are not operated by Houghton Parish Council.

Automatic Number Plate Recognition (ANPR): Automatic Number Plate Recognition system (ANPR) is not operated by Houghton Parish Council

Unmanned Aerial Systems (UAS) or Drones: UAS are not operated by Houghton Parish Council.

Covert Surveillance: Covert Surveillance is not operated by Houghton Parish Council. However, the use of Surveillance Cameras for the purpose of processing images and learning about a data subject falls under the requirements of the UK GDPR and must be notified to the Information Commissioner's Office.

8.2 Surveillance Camera System Description

The Video Surveillance scheme operated by Houghton Parish Council comprises three surveillance cameras installed as described in the VSS data sheets and security installer's "as installed" commissioning documentation. These cameras will be connected to site Wi-Fi and data transmitted via the cloud to the system software. The software will allow Data Processors to view images as required.

In relation to the above paragraph, the commissioning documents referred to are those which are supplied by the installers at the time of completion of the system installation.

8.3 System Service Provider

System service provider will be directly contracted by Houghton Parish Council and responsible for the installation and technical support of the installed VSS.

TBC by Houghton Parish Council

Defect Reporting Procedure: Defects are logged by the Data Controller and request for service made directly to the service provider TBC who normally attend site with a view to rectifying faults reported within 24 hours.

8.4 Cameras

Operational Requirement:

The VSS will be installed and commissioned to enable operators to Detect, Observe, Recognise or Identify subjects within the area of surveillance and provide a recording which may be useful for evidential purposes in the event of an incident.

The annual audit of the VSS installed and operated will ensure the scheme is providing images which are fully compliant where recorded and fit for the purpose described in the Houghton Parish Council VSS Data Survey spreadsheets.

8.5 Recording, Viewing & Security of equipment

Recording, Target Capture and Image Detail:

It is important for Houghton Parish Council to consider the level of detail required in an image so that it matches the operational requirements. The practical effect of this is that a camera may need to have a wider or narrower field of view so that the necessary amount of detail can be seen and that in some circumstances more cameras may be needed, either to increase the area covered with the same detail or to allow for different levels of detail to be seen from the same view.

Whether the different levels of detail can be achieved using a single PTZ or single camera of high resolution is a matter that should be agreed upon.

Levels of image detail

The BS EN 62676 for design, installation, and operation of surveillance systems states that while recording 6 images per second per camera is adequate where there is little activity, up to 30 images per second per camera should be recorded where there is a busy activity.

Make and model of recording equipment/software: the audit recorded there are 3 dedicated NVR's with 4< TB storage utilised and with a server for the Video Management viewing station at locations.

Data recording quality: The data recording quality will be set at no less than 1920 x 1080 pixels which meets with current guidelines and EN BS 62676 standards.

Data recording period: The Surveillance Policy and Houghton Parish Council provide system-specific recording set up requirements across the scheme The recording duration on site is set at **31 days** across recorders which is acceptable and meets with the Houghton Parish Council policy.

Recording rate: The Surveillance Policy and Houghton Parish Council provide system-specific recording set up requirements across the scheme The background recording of cameras will be set at **>12** images per second across all cameras which is acceptable and meets with the Houghton Parish Council Policy.

Video Content Analysis (VCA): VCA is available and configured as utilised. The main benefits of utilising this feature are that it optimises the recording time and of data recorded to the Hard Drive. Events, where VCA are recorded, are also meta-tagged, which makes searching and reviewing data easier.

Time and Date Generator (TDG) and GMT/BST changeover: All recording devices are synchronised with a computer operating system on the client's network.

Security of VSS recording equipment: All recording devices and dedicated servers are kept securely within secure areas controlled by the client's access control system.

Security of access to images: Access to viewing and reviewing of VSS images are passwordprotected to prevent any unauthorised operation of the system and potentially viewing recorded data.

Viewing stations: Viewing stations are used to monitor images from surveillance cameras in real-time or to view recorded images displayed from the VCC viewing APP used for displaying images should not be visible by members of the public.

8.6 CCTV Warning Signs and Public Information

Visitors to the village and the public are entitled to a statement as to the purpose of the scheme, how they may be affected and their rights, in addition to the information displayed on the statutory information signs displayed adjacent to and within the defined area of the scheme, and such a statement will also be published on the Houghton Parish Council web site under the Privacy Notice section.

Clearly visible signs must be placed identifying areas where a surveillance scheme is operating; the signs must state the purpose of the scheme and the name and contact details of the organisation responsible for operating the system.

The size and type of sign chosen is subject to the following guidelines:

- Car Park / Roadway/ External Amenity Area – Minimum A3 size - 2.4m high wall or post mounted at the entrance to the area subject to CCTV surveillance.
- Perimeter Fences – where the CCTV surveillance intrudes into public space – A4 or A3 size fence mounted at intervals, size and frequency being greater where it would be less obvious to people that they are on CCTV.
- Building Entrance Door - where acceptable A5 signs must be mounted on the individual doors at 1.5m above floor level. Alternatively, it may be appropriate to mount A4 size signs adjacent to the entrance.

As a general rule, signs should be more prominent and frequent where it would be less obvious to people that they are on CCTV.

9.0 SYSTEMS IMPACT ON CRIME

9.1 Systems Impact on Crime and other recorded incidents:

Effective evaluation and monitoring of the scheme are essential to identify whether the purposes of the scheme are being complied with and whether objectives are being achieved.

Houghton Parish Council is responsible for ensuring that the VSS is evaluated at the outset in regard to baseline conditions and periodically thereafter.

Evaluation of the VSS should include:

- recording incidents of any criminal act;
- recording and collating annually all incidents where the VSS has been of use and assisted Houghton Parish Council.
- assessment of the impact of the VSS on crime.

Example: In the period from (enter Dates) there were some incidents that were recorded, reviewed or viewings authorised, and data copied using the Digital Evidence System.

Taking into account the risk of crime, the continued use and operation of the VSS is currently recommended by the Parish Council.