

# CCTV POLICY

<b>Review Due</b>	<b>Amendments to Policy</b>	<b>Date Reviewed</b>
	First Issue	October 2024
October 2027		



# Closed-Circuit Television (CCTV) Policy

## 1 Purpose

- 1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system located on Bridge Road and Park Road.
- 1.2 The cameras are owned by Asset Watch and are mounted on Northumberland County Council lighting columns.

## 2 Objectives

- a. To increase personal safety and reduce the fear of crime
- b. To support the Police in a bid to deter and detect crime
- c. To assist in identifying, apprehending and prosecuting offenders
- d. To protect members of the public
- e. To protect the play park equipment (including the surfaces, fencing, and the surrounding recreation spaces)

## 3 Statement of intent

- 3.1 The CCTV Scheme is registered with the Information Commissioner under the terms of the General Data Protection Regulations (GDPR) and will seek to comply with the requirements of:
  - Information Commissioner's Office (ICO) Video Surveillance Guidelines
  - Security Industry Authority CCTV Guidelines
- 3.2 The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the regulations.
- 3.3 Asset Watch has been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

- 3.4 Unless an immediate response to events is required, Asset Watch staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Parish Council's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- 3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Footage will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.
- 3.6 The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas covered.
- 3.7 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed in appropriate areas.

#### **4 Operation of the system**

- 4.1 The Scheme will be administered and managed by Asset Watch, in accordance with legal requirements, and with reference to the Security Industry Authority (SIA) guidance.
- 4.2 The day-to-day management will be the responsibility of Asset Watch.
- 4.3 Appropriately trained Asset Watch staff monitor the cameras 24 hours a day, 7 days a week, every day of the year.
- 4.4 A manned response to an incident is available, if required.

#### **5 Control Room**

- 5.1 Routine checks to confirm the following are the responsibility of Asset Watch:
- a. That the cameras are functional
  - b. That the equipment is properly recording and the recordings are of good quality
  - c. That recordings are referenced for ease of retrieval
  - d. That recordings are stored securely
  - e. That data is stored securely and in good condition
- 5.2 Asset Watch are also responsible for ensuring suitable procedures are in place to call the Emergency Services in appropriate cases.

## **6 Recording procedures**

6.1 It is the responsibility of Asset Watch to ensure it has suitable procedures to preserve the integrity, identification and storage of recordings:

- All recordings should have a unique identifier and be logged in some manner
- Dates and times are to be included in the recordings
- All footage is automatically recorded over or deleted after 28 days
- Any recordings required for evidential purposes should be handled in accordance with Police requests, but would likely include:
  - Recordings being sealed, witnessed and signed by appropriate Asset Watch staff
  - dated and stored securely
  - A log should be kept of all recordings released to the Police or other authorised applicants

6.2 Recordings may be viewed by the Police for the prevention and detection of crime. These may also be viewed by authorised members of the Parish Council for supervisory purposes, authorised demonstration or training purposes.

6.3 Recordings will only be released to the Police on the clear understanding that they remain the property of the Parish Council, and both the recording and information contained in it are to be treated in accordance with this code.

6.4 The Parish Council also retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained therein.

6.5 The Police may require the Parish Council to retain the stored recordings for possible use as evidence in the future. Such recordings will be properly indexed and properly and securely stored until they are needed by the Police.

6.6 Applications received from outside bodies (eg solicitors) to view or release recordings will be referred to the Parish Clerk. In these circumstances recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order.

## **7 Access by the Data Subject**

7.1 The GDPR provides Data Subjects (individuals to whom personal data relates) with a right to data held about themselves, including those obtained by CCTV.

- 7.2 A Data Subject Access Request can be made to the Parish Clerk. In addition, all Asset Watch signage at or on the approach to the sites includes a QR code that will take the person direct to Asset Watch website and contact details.

## **8 Complaints**

- 8.1 Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk in the first instance.
- 8.2 Any complaints about the CCTV system received by Asset Watch will be notified to the Clerk.
- 8.3 The Clerk will then handle these in line with relevant data protection legislation and the Parish Council's complaints procedure.