

## **Ampfield Parish Council**

### **CCTV Policy**

#### **Introduction**

A closed circuit television (CCTV) system (the "System") is installed at Ampfield Parish Council's (the "Parish Council") Cricket Pavilion (the "Premises") for the purposes of:

monitoring the security of the Premises and the surrounding area;

assisting the police, Parish Council and law enforcement agencies with identification, detection, apprehension and prosecution of crime and anti-social behaviour in the vicinity of the Premises and the surrounding area by providing them with recorded images from the System;

providing a safe and secure environment for users, visitors and to help prevent loss or damage to the Premises and surrounding area, equipment and assets of the Parish Council;

reducing the fear of crime and anti-social behaviour in the Premises and the surrounding area; and

detering potential offenders by publicly displaying the existence of the System and signs of its operation around the Premises and the surrounding area.

The System is owned and managed by the Parish Council. Cameras are located at various locations on the Premises and images from the cameras are recorded in the System. The Parish Council is registered with the Information Commissioner under the Data Protection Act 2018. Although every effort has been made to ensure maximum effectiveness of the System it is not possible to guarantee that the System will detect every incident taking place within the area covered by the System.

The use of the System falls within the scope of the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the Information Commissioner's Office CCTV Code of Practice 2015 (the "Data Protection Regulations"). The use of the System and associated images is covered by the Parish Council's registration under the Data Protection Act 2018. This policy outlines the Parish Council's use of the System and how it complies with the Data Protection Regulations. All persons with access to the recorded images are aware of the procedures that need to be followed when accessing the recorded images.

#### **Storage, viewing and retention of images**

Recorded images are stored securely in order to comply with the Data Protection Regulations. Recorded images will not be retained for longer than is necessary. Once the retention period has expired, recorded images will be removed or erased.

Viewing of recorded images will be restricted to the Parish Clerk and those councillors authorised to view them. Members of the public, whether or not they are representatives of organisations using the areas covered by CCTV are not permitted to view recorded images.

Viewing and/or copying of the recorded images by police and law enforcement agencies may be permitted by the Parish Clerk or by those councillors authorised to view them.

### **Access to CCTV images by third parties**

Viewing and/or copying and distribution of the recorded images by third parties may be permitted, with the prior approval of the Parish Council, where the assistance of third parties is required in the identification of a victim of crime or the identification of a perpetrator of a crime.

### **Access to CCTV images by data subjects**

Individuals have the right to request access to recorded images relating to themselves under the GDPR and the Data Protection Act 2018. Viewing and/or provision of copies of recorded images by data subjects must be the subject of a completed "Application for access to recorded images" form (Appendix 1), submitted to the Parish Clerk and may be subject to payment of a fee. The data subject needs to provide enough information so that the data subject can be identified in the recorded images, such as, for example, a specific date and time, proof of identity and a description of the data subject. A record will be kept of all such requests. The Council will respond to requests within one month of receipt of a completed request. The Council reserves the right to refuse access to recorded images where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation. A specific date and time, proof of their identity and a description of themselves. Any recorded images provided may be edited to protect the identities of any other people.

### **Complaints**

Complaints and enquiries about the operation of CCTV within the Council should be directed to the Parish Clerk in the first instance and will be handled in accordance with the existing complaints policy.

### **Adoption**

This policy was adopted by Ampfield Parish Council at a meeting of the council on 14th October 2019.

Appendix 1

<b>Ampfield Parish Council</b> <b>Application for access to recorded images</b>	
Date of recording	
Time of recording	
Applicant's name	
Applicant's address	
Applicant's phone number	
Applicant's email address	
Reason for request	
Description of Applicant and any distinguishing features (to help with identification of correct image) A recent photograph may be necessary to aid identification	
Applicants signature	