



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

CCTV Policy (on Council owned land)

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.

This policy will be subject to annual review by the Parish Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements, and that the use of Closed-Circuit TV (CCTV) adheres to the principles of the

- Data Protection Act 1998,
- GDPR 2018
- Human Rights Act 1998,
- Regulation of Investigatory Powers Acts 2000, the CCTV Code of Practice, Charter for a democratic use of video-surveillance and other relevant legislation. That any CCTV system is not used or abused.
- And that CCTV is correctly and efficiently installed and operated.

The Parish Council accepts the principles of the 1998 and 2018 GDPR Act based on the Data Protection Principles 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 countries with inadequate protection;
- subject to guidance on good practice;
- Data will not be used for personal gain or interest

Statement of Purposes

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

- to reduce the fear of crime by persons using Council facilities so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the 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.
- To assist all “emergency services” to carry out their lawful duties.

Appendix A

All CCTV monitors are in the Speldhurst Parish Council Office, Langton Green Recreation Ground, Speldhurst Road, Langton Green, Kent TN3 0JJ

Five cameras are located in and outside the Parish Council

1 x office interior

1 x adjacent hall interior

3 x outside: 1 front, 1 side and 1 rear

Five cameras are located on the Village Hall

1 x car park entrance (zoom)

1 x front car park

1 x rear car park

1 x recycling area

1 x container and parking

Five cameras are located in and outside the Pavilion

1 x interior

1 x front

1 x containers and side

1 x side and footpath

1 x rear and footpath

Appendix B

Checklist for users of CCTV systems

	Checked (date)	Councillor
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. This 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.		
Cameras have been positioned to avoid capturing the images of persons not visiting the area.		
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details to be displayed on the sign(s).		
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 (eg 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 advice 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.		