Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ
http://redlodgeparishcouncil.gov.uk/

Red Lodge Parish Council

CCTV Policy

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Red Lodge Parish Council. A copy of this policy is to be issued to West Suffolk Council where it must be always complied with.

The site is owned and managed by Red Lodge Parish Council.

The policy was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The CCTV system comprises of 19 static cameras and 1 Pan, Tilt, Zoom camera (PTZ). Only authorised Parish Council staff have access to the recorded data along with a live view of the site to assist in day-to-day operations and ensure staff safety. West Suffolk Council also have access to CCTV and are to, pro-actively monitor all cameras and alarms on a 24/7 basis whilst reporting any incidents / suspicious behaviour to police.

2. Statement of Purpose

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 facilities at Red Lodge Parish Council, so they can enter and leave the buildings and facilities 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 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 in areas being monitored;
• to assist all "emergency services" to carry out their lawful duties.

3. Changes to the Purpose or Policy
The CCTV Policy may be discussed at meetings of the Red Lodge Parish Council. Any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Red Lodge Parish Council meeting.

4. Responsibilities of the Owner of the Scheme
Red Lodge Parish Council retains overall responsibility for the scheme and are to be identified as the Data Controllers. CCTV images will be monitored and maintained by West Suffolk Council in accordance with the contract and will act as the Data Processors. WSC are to ensure GDPR compliancy and adhere to the 12 guiding principles set out by the Information Commissioner.

CCTV Code of Practice

1. Management of the System
Overall responsibility of the system rests with the Clerk to the Council and the Operations Manager. In terms of day-to-day operations, the responsibility rests with West Suffolk Council and the CCTV Manager who are to ensure this policy is always adhered to.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council. If a breach is detected by West Suffolk Council, then this is to be immediately reported to the WSC Data Protection Officer (DPO).

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

2. Control and Operation of the Cameras, Monitors and Systems
The following points must be understood and strictly observed by operators:

a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.

b) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chairman of the Council. The Police are permitted access to footage and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are permitted to visit Red Lodge Parish Council or West Suffolk Council to review and confirm the Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.

c) Operators should regularly check the accuracy of the date/time displayed.

d) Storage and Retention of Images
Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be automatically be erased after a period of 31 days.
e) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Council of any such emergency.

f) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the officer's name and police station. The log should also show when such information is returned to the Council by the police and the outcome of its use.

g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers. if appropriate, and the Council notified at the next available opportunity.

h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

i) Subject Access Requests
Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and may be subject to a fee. Forms are available by contacting the Clerk to the Council or can be downloaded from the Council website and will be submitted to the next meeting of the Council for consideration and reply, normally within one calendar month in line with the Council's privacy statement and the General Data Protection Regulations and the Data Protection Act 2018.

3. Accountability
Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Council providing it does not breach security needs.
The Police will be informed of the installation and provided with a copy of this CCTV Policy.
Any written concerns or complaints regarding the use of the system will be considered by the Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.