

Seascale Parish Council

CCTV Policy

Introduction including Data Protection and GDPR Principles

1. Closed circuit television (CCTV) images for the prevention, identification, and reduction of crime in and to users of the car park, the toilet block and the recycling area in order to provide a safe and secure environment and to prevent the loss of or damage.
2. The CCTV system is owned by the Parish Council and managed by a registered administrator and data controller.
3. The CCTV system is operational and is capable of being monitored for 24 hours a day, every day of the year.
4. It has been prepared in line with the guidance and information contained in the ICO CCTV Code of Practice version 14. GDPR considerations are met as set out under the Data Protection Act 2018 and the Home Office Surveillance Camera Code of Practice, which is currently being revised. Surveillance Camera Code of Practice 2013 - statutory guidance on the appropriate and effective use of surveillance camera systems issued by the Government in accordance with Section 30 (1) (a) of the Protection of Freedoms Act 2012.
5. This Policy governs the installation and operation of all CCTV cameras.
6. CCTV surveillance is used to monitor and collect visual images for the purposes of:
 - protecting the buildings and assets
 - promoting the health and safety of staff, volunteers, and visitors
 - reducing the incidence of crime and anti-social behaviour (including theft and vandalism)
 - supporting the Police in a bid to deter and detect crime
 - assisting in identifying, apprehending and prosecuting offenders

Definitions

7. **CCTV** – closed circuit television camera. A TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes and where access to their content is limited by design only to those able to see it.
8. Data controller - the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of CCTV images.
9. Facial/ automated recognition - the use of camera technology to identify individuals' faces and to make automated matches.

Policy Statement

10. The CCTV system operates in a manner that is consistent with respect for the individual's privacy.
11. It complies with Information Commissioner's Office (ICO) CCTV Code of Practice 2017 to ensure CCTV is used responsibly and safeguards both trust and confidence in its continued use.
12. The CCTV system will be used to observe the areas under surveillance in order to identify incidents requiring a response. Any response should be proportionate to the incident being witnessed.
13. The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy.
14. Cameras will be sited so they only capture images relevant to the purposes for which they are installed. In addition, equipment must be carefully positioned to:
 - cover the specific area to be monitored only
 - keep privacy intrusion to a minimum
 - ensure that recordings are fit for purpose and not in any way obstructed (e.g. by foliage)
 - minimise risk of damage or theft.

Location and signage

15. Cameras are sited to ensure that they cover the premises as far as is possible. Cameras are installed in the foreshore car park
16. The location of equipment is carefully considered to ensure that images captured comply with data protection requirements. Every effort is made to position cameras so that their coverage is restricted to the areas set out in point 1 above
17. Signs are placed at all pedestrian and vehicular entrances in order to members of the public that CCTV is in operation.
18. The signage indicates that monitoring and recording is taking place, for what purposes, the hours of operation, who the system owner is and contact details to report vandalism, crime etc clerkseascalepc@gmail.com
19. Signage templates are included in Appendix 1

Monitoring and Recording

20. Cameras are monitored in a secure private location
21. Images are recorded on secure servers and are viewable by the data controller and the police
22. Recorded material will be stored in a way that maintains the integrity of the image and information to ensure that metadata (e.g. time, date and location) is recorded reliably, and compression of data does not reduce its quality.
23. Viewing monitors are password protected to ensure no unauthorised use or viewing.

24. The cameras installed provide images that are of suitable quality for the specified purposes for which they are installed and all cameras are checked regularly to ensure that the images remain fit for purpose and that the date and time stamp recorded on the images is accurate.
25. All images recorded by the CCTV System remain the property and copyright of Seascale Parish Council

Live Streaming

26. CCTV is not suitable for live streaming, as it is intended solely for safety and security purposes.

Data Protection

27. In its administration of its CCTV system, Seascale Parish Council complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
28. The CCTV system is subject to a Data Protection Impact Assessment. Any proposed new CCTV installation is subject to a Data Protection Impact Assessment identifying risks related to the installation and ensuring full compliance with data protection legislation.
29. Where a suspicion of misconduct arises Seascale Parish Council will provide access to CCTV images to the police
30. Surveillance recordings will not be further copied, distributed, modified, reproduced, transmitted or published for any other purpose

Retention of Images

31. Unless required for evidentiary purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 100 calendar days from the date of recording. Images will be automatically overwritten after this time.
32. Images held in excess of their retention period will be reviewed regularly and any not required for evidentiary purposes will be deleted.
33. Access to retained CCTV images is restricted to the Seascale Parish Council, the data controller and the police

Complaints Procedure

34. Complaints concerning Seascale Parish Council's use of its CCTV system should be made to clerkseasclepc@gmail.com

Review Procedure

35. There will be an annual review of the use of the CCTV system to ensure it remains necessary, proportionate and effective in meeting the stated purposes.

Responsibilities

36. Seascale Parish Council and its data controller is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.
37. Seascale Parish Council is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice.
40. Seascale Parish Council is responsible for authorising the disclosure of images to the police

Approved and agreed by Council

Date6 October 2021.....

APPENDIX – CCTV Template Signage



CCTV

Images are being monitored [redacted] hours a day for the purpose of public safety, crime prevention, detection and prosecution of offenders.

The scheme is controlled by

[redacted]

For further information contact

[redacted]