



CCTV POLICY – March 2021

1. Under the Protection of Freedoms Act 2012 and Data Protection Act 2018 the processing of personal data captured by CCTV systems is governed (including images identifying individuals). The Information Commissioner's Office (ICO) has issued a Code of Practice on compliance with legal obligations. The use of CCTV is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is and Sawtry Parish Council adheres to the ICO's Code of Practice. Sawtry Parish Council is committed to informing its staff, volunteers and service users about the presence of and operation of CCTV. This Policy is available on the Sawtry Parish Council's website so that all stakeholders are clear about how CCTV is utilised. Access to personal information recorded through CCTV cameras is restricted solely to the Data Protection Officer appointed by Sawtry Parish Council.

2. This CCTV Policy explains how Sawtry Parish Council will operate its CCTV equipment and comply with the current legislation. Sawtry Parish Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers and service users and to combat vandalism and theft. Essentially it is used for:

- The prevention, investigation and detection of crime. The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
- Safeguarding public, volunteers and staff.
- Monitoring the security of the site.
- To protect members of the public and private property

Sawtry Parish Council does not use the CCTV system for covert monitoring.

3. Location Cameras are located in those areas where it has been identified there is a need and where other solutions are ineffective.

- The CCTV system is used solely for purpose(s) identified and is not used to routinely monitor staff, volunteers, or service users' conduct.
- Cameras will not be used in areas subject to a heightened expectation of privacy e.g. changing rooms or toilets.
- Signage alerts individuals to the use of CCTV on entrances to the Old School Hall and House, the play park in Green End Road and St Judith's Field.
- The signs will:
 - Be clearly visible and legible.
 - Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme.
 - Be an appropriate size depending on context.
- Static cameras will not focus on private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police.
- Tapes will never be released to the media for purposes of entertainment.

4. The CCTV system is maintained by AGE Electrical Services and includes annual maintenance inspections. Sawtry Parish Council is responsible for ensuring that:

- it complies with its responsibilities in relation to guidance on the location of the cameras
- the date and time reference are accurate.
- suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
- the Data Protection Officer is trained in the use of the equipment.
- cameras are protected from vandalism in order to ensure that they remain in working order.

5. Sawtry Parish Council's CCTV cameras record visual images only and do not record sound.

6. Sawtry Parish Council is the Data Controller and the Clerk is the Data Protection Officer and has responsibility for the control of images.

- The Council has notified the Information Commissioner's Office of both the name of the Data Controller and the purpose for which the images are used.
- Only the Data Protection Officer will have access to images and is aware of the procedures that need to be followed when accessing the recorded images.
- The Data Protection Officer is trained and is aware of responsibilities under the CCTV Code of Practice: <https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/scenarios/cctv/>
- Access to recorded images is restricted to the Data Protection Officer and recordings will be accessed as prescribed by the Council in the event of an incident.
- Access to the medium on which the images are recorded is documented.
- All employees are aware of the restrictions in relation to access and security, and disclosure of, recorded images.

7. Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified.

- Sawtry Parish Council reserves the right to use images captured on CCTV where there is activity that cannot be expected to be ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk.
- The Data Protection Officer will retain images for evidential purposes in a locked area.
- Where images are retained, the Data Protection Officer will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.
- The Sawtry Parish Council ensures that images are not retained for longer than is necessary.
- Once the retention period has expired, images are removed or erased.

8. Disclosure of the recorded images to third parties can only be authorised by the Data Controller.

Disclosure will only be granted:

- If its release is fair to all individuals concerned.
- If there is an overriding legal obligation (e.g. information access rights).
- If it is consistent with the purpose for which the system was established.

All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented. N.B Disclosure may be authorised to law enforcement agencies, even if a system was not established to prevent or detect crime, if withholding it would prejudice the prevention or detection of crime.

9. Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images.

If Sawtry Parish Council receives a Subject Access Request under the General Data Protection Regulations 2018 it will comply with requests within 1 month.

The Council may charge a fee for the provision of a copy of images.

If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request.

As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request.

Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system.

Requests for access should be addressed to the Data Controller.

Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation to that individual.

10. Monitoring and evaluation

Sawtry Parish Council undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:

- Its stated purpose.
- The location.
- The images recorded.
- Storage length.
- Deletion.

11. The efficacy of this Policy will be reviewed bi-annually by Sawtry Parish Council. If the Council decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.

Data Controller: Sawtry Parish Council

ICO Registration No:

Data Protection Officer:

Diane Davis

Clerk to Sawtry Parish Council

37 Green End Road

Sawtry

Huntingdon

PE28 5UY

Policy Adopted: March 2021

Next Review: