

GREAT HORKESLEY PARISH COUNCIL

CCTV Code of practice

1. Scope

The Parish Council has installed an image-only CCTV system at their New Village Hall, Tile House Lane, Great Horkesley, Colchester, Essex. The system consists of 4 cameras, three on the outside front wall of the Hall giving clear images of persons at or near the front entrance, cycle rack and storage compound. There is also limited coverage of the public footpath and private car park. No private dwellings are monitored. The cameras are fixed focus and not capable of panning or movement. There is also one camera within the hall monitoring persons entering/exiting the hall and also giving protection to clothing/personal property left in the foyer. The Code is published on the Great Horkesley Parish Website. For the purposes of the Data Protection Act 1998, the data Controller is the Great Horkesley Parish Council and it is legally responsible for the management and maintenance of the CCTV system.

2. Purposes

CCTV has been installed by the Parish Council for the following purposes:

- a. To assist in the prevention and detection of crime;
- b. To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public disorder;
- c. To help ensure public safety;
- d. To provide and operate the system in a manner that is consistent with respect for individual's privacy;
- e. To assist with the provision of a safer public environment;
- f. To reduce the fear of crime and to reassure our visitors

3. Operation

- a. The CCTV system operates throughout the year for 24 hours a day
- b. The public is made aware of the presence and its ownership of the CCTV system by appropriate signage.
- c. To respect privacy, the cameras are fixed preventing focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents.
- d. Images captured on camera are recorded on a digital hard drive. The hard drive is a continuous loop and images are deleted permanently after about 4 weeks, unless scenes are captured for evidential purposes.

4. Authorised access

- a. Other than emergencies, NO unauthorised access to the CCTV equipment cupboard is allowed at any time. Normal access is strictly limited to authorised persons, including: Parish Clerk, authorised Councillors and employed caretaker/IT: Police Officers: Data Protection Officer (Parish Clerk): Other statutory officers, e.g. Health and Safety Officers: Authorised employees of contractual supplies in place for CCTV.

5. Recording. Handling and retention

- a. **Digital recording:** The CCTV system is supported by a digital hard drive recording facility. The recording system is capable of retrieving images to a dedicated server or to an external device.
- b. **Saved images:** Relating to a captured scene of a suspected crime or public disorder will be securely stored and a written log kept by the Parish Clerk.
- c. **Retention:** Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be automatically erased after 28 days.
- d. **Erasure and Disposal:** At the end of their useful life all images saved on discs will be erased and securely disposed of as confidential waste. Such erasure and disposal will be logged by the Parish Clerk.
- e. **Software updates and maintenance of system:** All CCTV software and systems will be kept up to date and maintained to ensure security and compliance with relevant legislation.

6. Procedures

- a. Requests to view or copy CCTV images will be considered on a case-by-case basis by the Parish Clerk in consultation with the Parish Chairman (or nominee) If access is denied the reasons should be documented by the Parish Clerk.

In the first instance, all requests from law enforcement agencies should be addressed to the Parish Clerk.

Access by other third parties to recorded images will be dealt with under the Freedom of Information Act 2000 and should be addressed to the Parish Clerk. A fee may be applicable.

Adopted July 2015

Lance Williams. Chairman

Penny Mutch. Parish Clerk