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# CCTV POLICY

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## 1. Overview

1.1 This policy is to control the management, operation, use and confidentiality of the CCTV System at the Parish Office, Bugbrooke Community Centre, Camp Hill Bugbrooke, NN7 3RW.

1.2 The system is owned by ~~Bugbrooke Sports and Community Centre SACCA~~ with one camera used by Bugbrooke Parish Council. The camera overlooks the car park, playing field and Children's Playground.

1.3 This policy will be reviewed periodically to ensure it remains compliant with relevant legislation.

## 2. Background

2.1 The CCTV System currently consists of one fixed CCTV camera installed on the Community Centre building at Camp Hill Bugbrooke, NN7 3RW.

2.2 The system is not ~~regularly~~ monitored. Unless required as part of a criminal investigation, all electronic images will be retained for 31 days, ~~thereafter~~ thereafter, being automatically overwritten.

## 3. The System

3.1 For the purposes of this Policy the 'Owner' is Bugbrooke Parish Council who retain overall responsibility for the ~~one camera facing the playground system.~~

3.2 For the purposes of this Policy, the 'Data ~~Controller~~ Protection Officer (DPO)' is the Clerk to Bugbrooke Parish Council, who is responsible for the operational system and for ensuring compliance with this policy.

~~3.3 For the purposes of this Policy, the 'Data Controller' is Bugbrooke Parish Council.~~

3.34 The CCTV system has been notified to the Information Commissioner with whom Bugbrooke Parish Council is registered (Registration Reference ZA064686) as data controller.

#### 4. **Aims and Objectives**

4.1 The CCTV system will be used for the following purposes:

- to reduce the risk of vandalism to the playground and to prevent, deter and detect crime and disorder;
- To discourage anti-social behaviour including alcohol- and drug-related issues.
- to assist the police, the Parish Council and other relevant law enforcement agencies with identification, detection, apprehension and, if appropriate, prosecution of offenders by examining and using retrievable evidence.

4.2 The CCTV system does not record sound. It does not have any facility for Automated Number Plate Recognition.

4.3 Although every effort has been made to ensure maximum effectiveness of the CCTV system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

#### 5. **Access to images**

5.1 Images captured by the system will only be viewed if an incident is reported which is considered to fall into a category listed at paragraph 4.1. A log will be kept by the Clerk recording each time the CCTV data is accessed and by whom.

5.2 Access to images and equipment will be strictly controlled and limited to the Councillor designated by the Parish Council, such Councillor to have an enhanced level DBS certificate; police officers and any other member of a law enforcement agency with statutory powers of entry, the emergency services in connection with the investigation of an accident.

5.3 Images will not be supplied to the media, except on the written request of the police if it is deemed to be in the public interest.

5.4 The CCTV system will not be used to provide recorded images to any third party, other than those specified at paragraphs 5.2 and 5.3 above.

#### 6. **Access to images by a subject**

6.1 CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the Act.

They do not have the right of instant access and only images of themselves will be shown anything that could identify another person for example a car registration will be redacted.

6.2 A person whose image has been recorded and retained and who wishes access to their own recorded image must apply in writing, preferably using a Subject Access Request form. Subject Access Request Forms are available on the Parish Council website or by e-mail or collection from the Parish Office. There is no fee for this service.

6.3 The Clerk will submit the application to the Parish Council for consideration and reply, normally within ten days and in any event within one calendar month of receiving the completed application.

6.4 The Data Protection Act gives the Data Protection Officer the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. If it is decided that a data subject access request is to be refused, the reasons will be fully documented, and the data subject informed in writing, stating the reasons.

#### **Further Information**

For enquiries, access requests or further information should be addressed to the Clerk at:

Address: Bugbrooke Parish Council, Camp Close, Bugbrooke, NN7 3RW

Email: [parishclerk@bugbrookeparishcouncil.gov.uk](mailto:parishclerk@bugbrookeparishcouncil.gov.uk)

Website: [www.bugbrookeparishcouncil.gov.uk](http://www.bugbrookeparishcouncil.gov.uk)

Signed ..... Chair ..... 11<sup>2</sup><sup>th</sup> May 202<sup>65</sup>

~~Chairman~~