

## QUINTON PARISH COUNCIL

### CCTV POLICY

Quinton Parish Council has installed closed circuit television (CCTV) images to deter and reduce crime and antisocial activity in the environs of Quinton Village Hall. Its aim is to provide a safe and secure environment for members of the public, and to prevent loss or damage to property.

The CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1988. The use of CCTV and the associated images is governed by the Data Protection Act 1988. This policy outlines the Council's use of CCTV and how it complies with the Act.

#### **1. Statement of intent**

The Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly. The Code of Practice is published on the ICO's website. Signs are placed in the windows of the Village Hall notifying the public that the premises are monitored by CCTV. It is not possible to guarantee that the system will cover or detect every incident taking place in the areas of coverage.

#### **2. Description of the CCTV system**

The system consists of 6 fixed high definition cameras with night vision capability. The CCTV system is owned, operated and controlled by Quinton Parish Council. The CCTV is monitored centrally from a secure location in the Village Hall and remotely by Council approved authorised personnel as necessary. Authorised personnel are the Chairman, Vice Chairman, Clerk and Cllr Chris Watson. Access to encrypted recordings is securely password protected to prevent unauthorised access. Any data or images sent wirelessly or via the internet will be suitably encrypted to prevent unauthorised access.

#### **3. Siting of cameras**

The Council has carried out a privacy impact assessment. Cameras have been sited so they only capture images relevant to the purposes for which they are intended. The location of equipment has been carefully considered to ensure that images captured comply with the Data Protection Act. Authorised operators have access to details of where CCTV cameras are situated. They have been positioned to avoid intrusion into occupied properties. Coverage is confined to the car park, playing field and play area surrounding Quinton Village Hall.

#### **4. Normal operation**

Other than for routine testing purposes, real time CCTV images will not be monitored. CCTV images will be automatically recorded on a secure, encrypted password protected control unit, and shall be automatically deleted after 28 days. Recorded CCTV images will normally be accessed by authorised personnel only in the event of a qualifying incident, or during routine system testing.

#### **5. Storage and retention of CCTV images**

Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

#### **6. Applications to review CCTV images and disclosure of images to third parties**

Individuals may apply for CCTV footage to be reviewed when a crime or incident has occurred, and there is a reasonable likelihood that the event or evidence has been captured by the CCTV system. Individuals submitting applications for a review of CCTV recordings will be required to provide

sufficient information to enable the request to be considered and for the relevant footage to be located. An authorised person will then determine whether the incident warrants examination of the recording and whether there is a reasonable likelihood that the event or evidence has been captured by the CCTV system. The Council reserves the right to refuse to examine CCTV footage for minor or trivial events, or where dates and times cannot be provided, or if the likelihood of the event having been captured by the CCTV system is low. Access to recorded images will be restricted to those personnel authorised to view them and will not be made more widely available. There will be no disclosure of recorded data to third parties other than to enforcement authorities such as the Police and statutory organisations where these would reasonably and lawfully need access to the data. Applications should be made in writing to the Parish Clerk. There may be a charge, which may be waived in the event that images of the crime or incident are captured by the CCTV system.

### **7. Subject Access Requests**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 1988. All requests should be made in writing to the Parish Clerk. Individuals submitting requests for access will be required to provide sufficient information to enable the relevant footage to be identified. They will also be required to provide proof of identity. A fee of £10 will be charged per request. The Council will endeavour to respond to requests within 28 calendar days of receiving the written request and fee, but in any event no later than 40 days. The Council may be unable to provide copies of images where this may prejudice the legal rights of other individuals during a police investigation or otherwise.

### **8. Complaints**

Complaints and enquiries about the operation of CCTV should be directed to the Parish Clerk in the first instance by email to [quintonpcclerk@gmail.com](mailto:quintonpcclerk@gmail.com) or in writing to Mrs Maria Norman, The Old Bakery, Alderminster, Stratford-upon-Avon CV37 8NY.

### **9. Further information**

Further information on CCTV and its use is available from the following:

CCTV Code of Practice (published by the Information Commissioner's Office)

Surveillance Camera Code of Practice (published by the Surveillance Camera Commissioner)

Data Protection Act 1988

Protection of Freedoms Act 2012

Human Rights Act 1988