

# WOODPLUMPTON PARISH COUNCIL

## CCTV POLICY

### 1. Overview

1.1 This policy is to control the management, operation, use and confidentiality of the portable CCTV camera. The system is owned by Woodplumpton Parish Council.

1.2 This policy will be reviewed periodically to ensure it is compliant with relevant legislation. The policy has been prepared after taking due account of the 12 guiding principles of the surveillance camera **Code of Practice** published by the Information Commissioner (October 2017).

1.3 Woodplumpton Parish Council accepts the principles of the Data Protection Act 1998.

1.4 This policy was adopted at the Parish Council meeting on 19<sup>th</sup> March 2018.

### 2. Background

2.1 The CCTV System currently consists of a portable CCTV camera installed at a specific location.

2.2 The system is not routinely monitored. Unless required as part of an investigation, all images are retained electronically before being automatically overwritten.

### 3. The System

3.1 For the purposes of this Policy, the 'Owner' is Woodplumpton Parish Council who retain overall responsibility for the system

3.2 For the purposes of this Policy, the 'Data Protection Officer (DPO)' is the Clerk to Woodplumpton 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 Woodplumpton Parish Council.

3.4 The CCTV system is not registered with the Information Commissioner.

### 4. Aims and Objectives

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

- To discourage anti-social behaviour specifically fly tipping.
- 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.

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. A log will be kept by the Lengthsman each time the CCTV data is accessed.

5.2 Access to images and equipment is strictly controlled and limited to the Lengthsman, Clerk, police officers and officers of the City Council.

5.3 Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest, and only with the approval of the Parish Council.

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 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.

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 which is available by e-mail from the Clerk. It should be returned to the Clerk and must be accompanied by the fee of £10.

6.3 The Clerk will submit the application to the next available Parish Council meeting or, in any event, within 40 days of receiving the completed application including the required fee, for consideration and reply.

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.

END OF POLICY