

Hardwicke Parish Council

Protocol for the use of CCTV

Introduction

Hardwicke Parish Council in its duty of care to its residents and staff and users of its facilities is; mindful of its responsibility with public property and monies, is committed to ensuring that the most appropriate measures are in place to protect public assets and the safety of all persons.

This protocol is to control the management, operation, use and confidentiality of the CCTV system located at the Village Hall Green Lane, Hardwicke.

Legislation

This protocol has been produced in line with current legislation:

The Information Commissioner's Office updated code of practice of 2008 under the Data Protection Act 1998 covering the use of Closed Circuit Television (CCTV).

The Protection of Freedoms Act (POFA) – new Surveillance Camera Code of Practice issued by the Secretary of State 2013, monitored by the Surveillance Camera Commissioner.

This protocol aims to ensure that Hardwicke Parish Council operates its CCTV system in a legal manner, with all due respect for the privacy of individuals.

Purpose of the Cameras

- Act as a deterrent to criminal activity, vandalism, anti-social behaviour and criminal damage to the Village Hall, the Car Park, Elmgrove Play Area, Youth Shelter, Outdoor Gym Equipment, Playing Field, Football Dug Outs and Perimeter Fencing.
- Obtain evidence of criminal activity, vandalism, anti-social behaviour and criminal damage.

Equipment and Location

The equipment is the property and responsibility of Hardwicke Parish Council and is located within Hardwicke Village Hall.

Management of the CCTV

Images are transmitted live to the Village Hall, but only the nominated persons have access to review historic data with a 'Secure Password.' Disclosure of CCTV images to the police or other law enforcement agencies shall be made where requested by those agencies for the purpose of crime prevention and detection.

Details of all disclosures will be recorded on a 'Footage Disclosure Form' and signed accordingly by both parties.

All CCTV data is erased on a regular basis. Images shall only be retained by the Parish Council in compliance with current guidelines within the Code of Practice or as requested by enforcement agencies

Accountability

Copies of this CCTV Protocol are available.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns, complaints or compliments regarding the use of the system will be considered and recorded by the Parish Council.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any

concerns with the Clerk to the Council at any time.

Signed Print Name

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Date/...../.....

(Operators are issued with their own copy of this protocol)

June 2017