



## CCTV Policy

### 1. Introduction

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- 1.1 This Policy is to control the management, operation, use and confidentiality of the CCTV system. This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Bradwell Parish Council accepts the principles of the 2018 Data Protection Act based on the following principles:

- data must be fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure
- not transferred to countries without adequate protection
- subject to guidance on good practice
- examples of how to implement the standards and good practice.

### 2. Purpose of the CCTV system

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- 2.1 The principal purpose of the CCTV system is deter and detect criminal activity.
- 2.2 The Parish Council's CCTV surveillance system has been installed and is monitored in line with the following objectives:
- To assist in the prevention and detection of crime
  - To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
  - To aid public safety
- 2.3 Due to public concern surrounding a surveillance society, the use of CCTV surveillance must be consistent with respect for individuals' privacy.

### **3. Changes to the Purpose or Policy**

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A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Council meeting. All agendas are posted on the Parish Council notice board at least 3 clear days before Council meetings, and it must be on the agenda to be re-considered.

### **4. Responsibilities of the Owners of the Scheme**

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The Parish Council retains overall responsibility for the scheme.

### **5. Management of the CCTV System**

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- 5.1 Day-to-day operational responsibility rests with the Clerk to the Council.
- 5.2 Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the full Council.
- 5.3 A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme.
- 5.4 The system is operational and images are capable of being monitored for twenty-four hours a day throughout the whole year.
- 5.5 The public are made aware of the presence of the system by appropriate signage.

### **6. Control and Operation of the CCTV Surveillance System**

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**The following points must be understood and strictly observed by operators:**

- 6.1 Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- 6.2 The position of cameras and monitors have been agreed following consultation with the police in order to comply with the needs of the public.
- 6.3 No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk.
- 6.4 The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
- 6.5 Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons.

### **7. Accountability**

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- 7.1 Any written concerns, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy

Appendix

**Bradwell Parish Council - Access Request Form - CCTV Images**

<b>Date and Time of recording</b>			
<b>Applicants Name and Address:</b>		<b>Description of Applicant and any distinguishing features (e.g. clothing)</b>	
<b>Post Code:</b>			
<b>Tel.No:</b>			
<b>Signature of Applicant:</b>		<b>A recent photograph may be necessary to aid identification.</b>	
<b>(or parent/guardian if under 18)</b>			
<b>Reason for request - to be submitted to the Parish Council.</b>			
<b>Continue overleaf if necessary</b>			
<b>Received by:</b>	<b>Clerk's Signature:</b>	<b>Date Received:</b>	<b>Time Received:</b>
	<b>Image identified?</b>	<b>Approved? YES / NO</b>	<b>Date Applicant Informed:</b>

