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## CCTV Policy

### 1.0 INTRODUCTION

**1.1** Roade Parish Council (the Council) uses closed circuit television (CCTV) images to deter and reduce crime and antisocial behaviour in order to provide a safe and secure environment for members of the public, and to prevent the loss or damage to property and to report crime.

**1.2** The CCTV Scheme is registered with the Information Commissioner through the Parish Council, and the associated images are governed by the General Data Protection Regulation (GDPR). This policy has been created to outline how the council will use the CCTV system.

### 2.0 STATEMENT OF INTENT

**2.1** The Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly. This Code of Practice can be found on the ICO's website. The 12 guiding principles from the Surveillance Code of Practice have also been followed which can be found on the GOV.uk website.

**2.2** In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.

**2.3** It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### 3.0 DESCRIPTION OF THE CCTV SYSTEM

**3.1** The system comprises of eight cameras with adjustable field of view located around the village which are to be used for image capture only, i.e., this system does not have sound recording functionality.

**3.2** The CCTV system is owned and operated by the Parish Council and can be accessed by the Chairman, the Clerk and other council nominated councillors under guidance from the Parish Council.

**3.3** The CCTV may be accessed remotely by council approved authorised personnel as necessary. The police will also be given access to footage they request.

**3.4** Access to recordings shall be password-protected and any data or images sent wirelessly or via the internet shall be password-protected.

**3.5** All authorised operators with access to images are aware of the restrictions in relation to access to, and disclosure of, recorded images.

### 4.0 CAMERA LOCATION

**4.1** The cameras will cover the Rec, Churchcroft open space, London Road to cover incoming vehicles on the A508 and exiting Churchcroft, Stratford Road to cover incoming vehicles to the village, the Petrol Station and Walkers Way, High Street to cover the High Street, Post Office and The Leys, Hartwell Road to cover the Cock garden, The Green and cars coming in from Hartwell Road/Ashton Road and The Ridings, the shop, Hyde Road and cars coming from Knock Lane.

**4.2** The cameras are mounted on lampposts and one is mounted on a residential property. privacy screens and user access levels will be in place to protect resident's privacy.

## **5.0 NORMAL OPERATION**

**5.1** Other than routine maintenance/testing purposes to check that the cameras are not faulty, real-time CCTV images will not be monitored.

**5.2** Any two of the following combination can view the images together – councillors, clerk, deputy clerk, or a Police Officer/PCSO when acting in an official capacity.

**5.3** Recorded data will be retained for no longer than is necessary and data is automatically overwritten after a number of days. All retained data will be stored securely.

## **6.0 APPLICATIONS TO REVIEW CCTV IMAGES AND DISCLOSURE OF IMAGES TO THIRD PARTIES**

**6.1** Applications for CCTV images in relation to a crime will only be accepted from the Police as part of their enquiries. Roade Parish Council will not release CCTV footage to members of the public for any reason (except as required by the individual exercising their data rights. See section 7).

**6.2** Access to recorded images will be restricted to those personnel authorised to view them by the Clerk and decision made by the council.

**6.3** 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.

**6.4** A detailed log of who and when access is made and for what reason will be kept.

## **7.0 SUBJECT ACCESS REQUESTS (SAR)**

**7.1** Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

**7.2** All requests must be made via the application form Appendix A, this is to be completed by the applicant and the council's approved personnel. A signed copy will be held on record by the Clerk.

**7.3** Individuals submitting requests for access will be required to provide sufficient information to enable the relevant footage to be identified. For example, the date, time, location, and description of the applicant.

**7.4** Individuals submitting requests for access will be required to provide proof of identity in the form of a photo card type document, e.g. driving licence or passport scan.

**7.5** The Council reserves the right to refuse to provide access to the recordings where requests are considered to be manifestly unfounded, excessive, or repetitive.

**7.6** On receipt of the required information, the Council will endeavour to provide access to the footage as soon as is reasonably practical.

**7.7** The Council may be unable to provide copies of recorded images where this may prejudice the legal rights of other individuals during a Police investigation.

**7.8** An appropriate charge may be made this will not exceed £20.00

## **8.0 POLICY REVIEW**

**8.1** Policies, procedures, passwords, and authorised personnel shall be reviewed annually by the parish council and updated as necessary.

## **9.0 COMPLAINTS**

**9.1** Complaints and enquiries about the operation of CCTV within the Council should be directed to the Parish Clerk in the first instance.

## **10.0 FURTHER INFORMATION**

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

- CCTV Code of Practice (published by the Information Commissioners Office)
- Data Protection Act 2018
- General Data Protection Regulation

## Appendix A

### **Roade Parish Council**

#### **Application for CCTV, ANPR video data access**

Name of applicant	
Address of applicant	

#### **Details of request**

Date of incident:	
Time range:	
Looking for – please give full details:	

#### **Approval of request**

Access requested by: Signed: Date:	
Access approved by: Signed: Date:	

#### **Outcome, comments, actions arising**

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