



Bowers Gifford and North Benfleet Parish Council

CCTV Policy

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This policy was adopted by the Council at its meeting held on 25th July 2018, Minute Ref. 35/18

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at the Westlake Park , Pound Lane , Bowers Gifford. The site is owned by Basildon Borough Council but CCTV is managed by Bowers Gifford and North Benfleet Parish Council, supported by Basildon Borough Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015). 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.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998 / General Data Protection Regulations. Registration Reference: A8391546 (1st August 2018)

The Parish Council accepts the six data protection principles based on the General Data Protection Regulations as follows:

1. Processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency');
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes; ('purpose limitation');
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');
4. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific

or historical research purposes or statistical purposes in accordance with Article 83(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation');

6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality');"

Statement of Purpose

1. To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:
2. to reduce the fear of crime by persons using facilities at the Westlake Park , so they can enter and leave the facilities without fear of intimidation by individuals or groups;
3. to reduce the vandalism of property and to prevent, deter and detect crime and disorder; to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
4. to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
5. to assist all emergency services to carry out their lawful duties.

Access to Images

Images captured by the system will only be viewed if an incident is reported which is considered to meet the Code of Practice criteria. **A log will be kept by the Clerk recording each time the CCTV data is accessed and by whom.**

Access to images and equipment is strictly controlled and limited to; the Clerk, police officers or any other member of a law enforcement agency with statutory powers of entry, the emergency services in connection with the investigation of an accident.

The CCTV system will not be used to provide recorded images to any third party, other than those specified above.

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

CCTV digital images, if they show a recognisable person, are personal data and are covered by the General Data Protection Regulations. 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.

A person whose image has been recorded and retained and who wishes access to their own recorded image must apply in writing, using a Subject Access Request form available from the Parish Council.

Changes to the Purpose or Policy

Any changes to CCTV Policy 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 Parish Council meeting.

Bowers Gifford and North Benfleet Parish Council retains overall responsibility for the scheme. For further information, contact the Parish Council Clerk (insert details)

CCTV Code of Practice

In its use of the CCTV system, Bowers Gifford and North Benfleet Parish Council will comply with and follow the 12 guiding principles of the Surveillance Camera Code of Practice, namely:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. Use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.