



The Clerk to Hilton Parish Council
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HILTON PARISH COUNCIL **CCTV POLICY AND PROCEDURE**

Introduction

The purpose of this policy is to state how Hilton Parish Council will deal with the requirements of the law, particularly the Data Protection Act, in respect of our use of the Closed Circuit T.V. system at the Hilton Parish Council Office and Hilton Village Hall site.

All images will be monitored by the Clerk to Hilton Parish Council.

Cameras located within the building will also be monitored by the Clerk to Hilton Parish Council. The purpose of the CCTV system is for the security of the premises, the prevention, detection and investigation of criminal activity, trespass and vandalism and the safety of staff, hirers and visitors to the site. Static and remotely operated cameras enable this purpose.

Responsible Persons

The CCTV system is operated on a day to day basis by the Clerk to Hilton Parish Council

The people who have been appointed to oversee the system and procedures are Hilton Parish Council

Our Policy

- To inform all who come onto the Parish Council site that CCTV is in use by way of signage.
- 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 help ensure public safety to assist with the identification of actions that may result in disciplinary proceedings against a staff or hirer.
- To monitor and assist with traffic management issues on the Parish Council site.
- To assist with the provision of a safe public environment.
- To reduce the fear of crime and to reassure staff, hirers and visitors.
- To keep images from CCTV secure and controlled by authorised personnel.
- To maintain all CCTV equipment in working order.
- To provide retention of images within the stated purpose only.
- To state the manner and means of destroying stored images.
- To have access restrictions to unauthorised personnel and by individual and group third parties.
- To comply with the 'Freedom of Information Act'.

System

The CCTV at the Hilton Parish Council Office and covering the Hilton Village Hall site operates throughout the year for 24 hours a day.

Presence and ownership of CCTV

The public is made aware of the presence of the CCTV system by appropriate signage.

Arrangement Procedures

The following arrangements are in place in order to meet the aims of the policy:

- All users of the site will be notified of the use of CCTV by appropriate signage throughout the site.
- To respect privacy, wherever practicable, the cameras are prevented from focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas, or where domestic areas are intended to be covered, training will be given to ensure that staff are made aware of the rules that cover such areas.
- The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.
- The secure location for viewing live images will be in the Hilton Parish Council Office and remote access will be available to the Parish Council Clerk and when required the Police.
- The Parish Council Clerk will be able to view the live image display and be able to review/access recorded images to achieve the stated purpose.
- Within the purpose of the CCTV system such images may be shared with the Police enforcement agency or a third part if an offence has been committed if deemed necessary by the Parish Council Clerk.
- The images will be digitally recorded on a rolling programme of 30 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images.
- Any retention of images kept on the server will be kept until they are no longer required then overwritten in the normal way.
- Any downloaded images can only be made with the Parish Clerk's consent to a digital disc and to be only made available to those who are responsible to achieve the stated legitimate purpose

Data Protection Act

For the purpose of the Data Protection Act, the Data Controller is Hilton Parish Council Registration Number Z2140303, Hilton Parish Council are legally responsible for the management and maintenance of the CCTV System.

User Responsibilities

All user staff have the following responsibilities:

- To uphold the arrangements of this policy.

- To handle images/data securely and responsibly, within the aims of the policy. Staffs need to be aware that they could be committing a criminal offence if they misuse CCTV images.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to Hilton Parish Council.
- To attend training / refresher sessions as required.

Captured Images

Images captured by the CCTV System will be monitored from the Hilton Parish Council Office, which is a self-contained area for staff only. It is a secure and restricted area.

Authorised access

Other than for emergencies, no unauthorised access to the Hilton Parish Council Office is allowed at any time without the permission of the Hilton Parish Council Clerk. Normal access is strictly limited to authorised persons, including:

- The Parish Council Clerk
- Hilton Parish Councillors
- Hilton Parish Council Staff – Groundsmen and Lengthsmen
- Police Officers
- Data Protection Officer
- Other statutory Officers e.g. Health and Safety Executive Officers

Anyone wishing to gain access to the office, must first book an appointment with the Hilton Parish Council Clerk.

Access control system

A list of persons authorised for routine access to the Hilton Parish Council Office will be held by the Hilton Parish Council Clerk.

Access procedure

Before granting access to the Hilton Parish Council Office, the staff present must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation.

Incident log

An incident log will be maintained in the Hilton Parish Council Office and details of incidents will be kept together with any consequential action taken in the CCTV Incident Log Book.

Erasure and disposal

At the end of their useful life all images on discs will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints will be securely disposed of as confidential waste.

Requests to view or copy images

Requests to view or copy CCTV images by a third party or member of the public using the site will be considered on a case-by-case basis by Hilton Parish Council.

Requests may arise for a number of purposes, including

- For the prevention and detection of crime
- For immediate action relating to live incidents of crime or assault or alleged crime or assault.
- Is otherwise necessary for the purposes of establishing, exercising or defending legal rights;
- For major incidents that may occur.

If access is denied the reasons should be documented in the CCTV Incident Log Book by the Hilton Parish Council Clerk dealing with the case at that time.

Requests from the Police or law enforcement agencies

Requests from the Police or other law enforcement agencies may arise for a number of purposes, including:

- For the prevention or detection of a crime;
- For the apprehension or prosecution of offenders;
- For the assessment or collection of any tax or duty or any imposition of a similar nature;
- For immediate action relating to live incidents, e.g. an immediate pursuit;
- For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings);
- Is otherwise necessary for the purposes of establishing, exercising or defending legal rights;
- For major incidents that may occur.

Guidance on how to deal with requests from the Police or law enforcement agencies

In the first instance, all requests from law enforcement agencies should be addressed to the Parish Council Clerk.

Law enforcement agencies should provide appropriately authorised data disclosure forms which establish their identity and the purposes for which they require the disclosure.

Data subject access

Access to recorded images by data subjects will be dealt with in accordance with the Rights of Individuals below.

Third party access

Access by other third parties to recorded images will be dealt with under the Freedom of Information Act.

Rights of individuals

Accessing personal data

Hilton Parish Council is obliged to supply individuals with their personal data under the Data Protection Act. Individuals wishing to access their personal information contained within CCTV images should follow the relevant procedure which can be obtained from the Parish Clerk on request.

Complaints and contacts

Complaints

Hilton Parish Council is responsible for the operation of the CCTV system, and compliance with this Code. Any concerns in respect of the system's use or regarding compliance with this Code should be addressed to:

Hilton Parish Council
c/o The Parish Clerk
PO BOX 8094,
Swadlincote,
Derbyshire.
DE11 1FR
Tel: Office 01283 730969
Email: clerk@hiltonparishcouncil.org.uk

Review Date: May 2019

HILTON PARISH COUNCIL

SUBJECT ACCESS REQUEST FORM - CCTV

“Subject access” is the right of an individual to access personal data relating to him or her which is held by Hilton Parish Council on CCTV after an incident on site. Please complete and return this form to the Parish Clerk using the address below.

**Hilton Parish Council, c/o The Parish Clerk, PO BOX 8094, Swadlincote, Derbyshire.
DE11 1FR, Tel: Office 01283 730969
Email: clerk@hiltonparishcouncil.org.uk**

APPLICANT DETAILS

*Name _____

*Postal/email address _____

Phone/Fax number _____

THE PERSONAL DATA YOU REQUIRE

Please specify why you would like access or require a copy of the CCTV held by Hilton Parish Council:

CCTV – copy request (amount of copies)

Date required from:

To:

Time covering

Which camera

Date

Signature

Please note: You may be asked to provide evidence of your identity, eg a driving licence or passport, and proof of address.



All information provided will be treated confidential and in accordance with the Data Protection Act 1998 and in accordance with the General Data Protection Regulations.

Approved 30.05.2018 minute ref 2212/18