



AWSWORTH PARISH COUNCIL CCTV POLICY

Introduction

Closed circuit television ("CCTV") is installed at The Lane Recreation Ground, Awswoth and is owned and maintained by Awswoth Parish Council (APC). Cameras are located at various places on the premises and images from the cameras are recorded digitally and then automatically recorded over after approximately one month. This document details the policy and procedures used to control the management, operation, use and confidentiality of the CCTV system.

Purpose & Objectives

- 1 The purposes and objectives of the CCTV system are:
 - to maintain security of the premises
 - to deter, detect and prevent crime, vandalism, and anti-social behaviour
 - to provide a safe and secure environment for volunteers, staff, hirers, visitors, and contractors
 - to assist Law Enforcement Agencies to carry out their lawful duties
- 2 This use of CCTV falls within the scope of The Data Protection Act 2018 and The General Data Protection Regulation 2018. APC complies with the Information Commissioner's Office ("ICO") CCTV Code of Practice to ensure that it is used responsibly.

Warning Signs

CCTV warning signs are clearly and prominently displayed around the premises.

Siting the Cameras and Coverage

The planning and design have endeavoured to ensure that the CCTV system gives maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Cameras have been sited carefully so that they only capture images relevant to the purposes for which they are installed (described in "Purpose" above) and care has been taken to ensure that reasonable privacy expectations are not violated. Every effort has been made by Awswoth Parish Council (APC) & Awswoth Village Hall (AVH) to position cameras so that their coverage is restricted to the premises which may include public areas.

The external cameras are sited (a) on the front corner of the Village Hall which views the Parish Council office, AVH entrance and the front garden (b) on the corner of the Parish Council Office which views the driveway in both directions, (c) the rear of the Village Hall, viewing the carpark, and (d) on the lighting column outside of the Sports Pavilion / Play area which views the Sports Pavilion entrance, containers, field, play area and Skate Ramps.

Storage and Retention of CCTV images

Recorded data is stored automatically for approximately one month. External footage is stored on a recorder which is secured within AVH and to which only the AVH Manager or Parish Council Clerk have access. Recorded data will be stored in a way that ensures the security and integrity of the image and allows specific times and dates to be identified.

Normally, recorded data will not be retained for longer than one month. On occasion, images may need to be retained longer where, for example, an incident has been identified or a Subject Access Request has been made or time is required to enable the Law Enforcement Agencies to collect relevant images, or the Law Enforcement Agencies are investigating a crime and ask for images to be preserved to afford them the opportunity to view the information as part of an active crime investigation. All retained images will be stored securely.

Access to CCTV Images and Disclosure

Access to recorded images is restricted to APC Clerk and AVH Manager. Disclosure of information will be controlled and consistent with the purpose(s) for which the CCTV system has been established. Once information is disclosed to a Law Enforcement Agency, they will become data controller for the copy which they hold.

The following guidelines will be adhered to in relation to the disclosure of images:

- a) The disclosure of images will be in line with the above Objectives and will be controlled under the supervision of the Data Controller or his/her deputy.
- b) A log will be maintained itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure.
- c) The appropriate disclosure documentation from the Law Enforcement Agencies will be filed for future reference.
- d) Images must not be forwarded to the media for entertainment purposes or be placed on the internet.
- e) Images must not be copied in any way, e.g., photographed, downloaded, or printed for use other than described in the objectives.
- f) Images will only be released to the media for identification purposes in liaison with the Law Enforcement Agencies.
- g) The method of disclosing images should be secure to ensure that they are only seen by the intended recipient; and
- h) Images of third parties not relevant to the investigation should be obscured where possible to prevent unnecessary identification.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under The General Data Protection Regulation.

All requests for access should be made by e-mail or in writing to the APC Clerk/AVH Manager, providing sufficient information to enable the footage relating to them to be identified, i.e., date, time, and location. APC/AVH will respond to requests within 4 weeks of receiving the written request.

All requests for access are recorded. If disclosure is denied, the reason is documented, and the individual will be informed within at least 4 weeks of the reason and their right to complain to a statutory authority. APC/AVH reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

A fee of £25 may be charged for a Subject Access Request, depending on circumstances.

Complaints

Enquiries or complaints about the operation of APC/AVH's CCTV system should be directed in the first instance to the APC clerk at clerkawsworthpc@hotmail.co.uk or 07913751484 or AVH Manager at enquiries.awsworthvh@outlook.com or 07504556174.

Review

This policy will be reviewed at least annually by Awsworth Parish Council or when new legislation requires this policy to be updated.