

Wokingham Without Parish Council



CCTV Policy

Version 1.1

Introduction

1. This policy is to control the management, operation, use and confidentiality of the CCTV systems located at:
 - The Pinewood Leisure Centre, Old Wokingham Road, Wokingham, RG40 3AQ
 - St Sebastian's Memorial Hall, Nine Mile Ride, Wokingham, RG40 3BA

Both sites are managed by Wokingham Without Parish Council.

2. The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018.
3. 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.
4. The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: Z9420497
5. Wokingham Without Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:
 - a. Fairly and lawfully processed
 - b. Processed for limited purposes and not in any manner incompatible with those purposes
 - c. Adequate, relevant and not excessive
 - d. Accurate
 - e. Not kept for longer than is necessary
 - f. Processed in accordance with individuals' rights
 - g. Secure
 - h. Not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

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 only be used in accordance with the law. The scheme will be used for the following purposes:
 - a. To reduce the fear of crime by persons using facilities at the Pinewood Leisure Centre or St Sebastian's Memorial Hall;
 - b. To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
 - c. To assist the police, 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;
 - d. To act as a deterrent to 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;

Changes to the Purpose or Policy

1. 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 Parish Council meeting.

Responsibilities of the Owner of the Scheme

Wokingham Without Parish Council retains overall responsibility for the scheme.

CCTV Code of Practice

Management of the System

1. Day to day operational responsibility rests with the Clerk to the Council
2. Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.
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.
4. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

Control and Operation of the Cameras, Monitors and Systems

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

1. Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council.
3. Law Enforcement Agencies are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies are able to visit the Parish Council Office to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit to view images will be logged by the Clerk.
4. Operators should regularly check the accuracy of the date/time displayed.

Storage and Retention of Images

1. Digital records will be securely stored to comply with data protection and will only be handled by parish council staff. Digital images will be erased after a period of 60 days.
2. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Parish Council of any such incident.
3. Unless on the advice of the police, CCTV images will not be shared on Social Media channels.
4. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.

5. Any event that requires checking of recorded data should be clearly detailed in a log book of incidents, including Crime Numbers. if appropriate, and the Parish Council notified at the next available opportunity.
6. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in a log. When a repair has been made, this should also be logged showing the date and time of completion.

Subject Access Requests

1. Any request by an individual member of the public for access to their own recorded image must be made to the Clerk to the Council and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month.
2. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee

Accountability

1. Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.
2. The Police will be informed of the installation and provided with a copy of this CCTV Policy.
3. Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.