



Watchfield Parish Council CCTV Code of Practice



1 Introduction

1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system at Watchfield Pavilion and Recreation Ground.

1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000) and Data Protection Act (2018).

1.3 This policy will be subject to periodic review by Watchfield Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.

1.4 The system comprises of 8 cameras located on the exterior of the Pavilion and is owned by Watchfield Parish Council.

2. Objectives of the scheme

2.1 To protect the building and its assets

2.2 To increase personal safety and reduce the fear of crime

2.3 To support the Police in a bid to deter and detect crime

2.4 To assist in identifying, apprehending and prosecuting offenders

2.5 To protect members of the public and private property

2.6 To assist in managing Watchfield Recreation Ground and Pavilion

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner (ICO) under the terms of the Data Protection Act 2018 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 The Parish Council will treat the system and all information, documents and recordings obtained and used as data protected by the Act.

3.3 Cameras will be used to monitor activities within the Recreation Ground and the external of the Pavilion and other public areas to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety of the Recreation Ground and Pavilion, together with their visitors.

3.4. Staff have been instructed that cameras are not to focus on private homes, gardens and other areas of private property.

3.5 Watchfield Pavilion is fitted with 8 external cameras, 7 fixed dome cameras monitoring the external areas of the Pavilion and car park, and one PTZ (pan tilt zoom) camera covering the Recreation Ground. Cameras will be sited so they only capture images relevant to the purposes for which they are installed. Care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act (2018).

3.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.

3.7 The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. However, it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.8 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the CCTV.

4 Operation of the system

4.1 The Scheme will be administered and managed by the Parish Council, in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of Watchfield Pavilion Officers, Parish Clerk and Chairman

4.3 The CCTV system may be operated 24 hours each day, every day of the year.

5. Maintenance

5.1 Watchfield Pavilion Officers, Parish Clerk and Chairman (CCTV Group) will routinely check and confirm the efficiency of the system and, in particular, that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV recordings will be strictly limited to this group and for training purposes

5.3 Unless an immediate response to events is required, the CCTV Group must not direct cameras at an individual or a specific group of individuals.

5.4 Other administrative functions will include maintaining hard disc space, filing and maintaining occurrence and system maintenance logs.

6. Monitoring procedures

6.1 Camera surveillance may be maintained at all times.

6.2. Images will be continuously recorded and may be remotely accessed by authorised personnel.

6.3 The Council may, in exceptional circumstances, set up covert monitoring. For example:

- i) Where there is good cause to suspect that illegal or unauthorised actions are taking place, or where there are grounds to suspect serious misconduct;
- ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

6.4 In circumstances of covert monitoring, authorisation must be obtained from the Parish Clerk.

6.5 Covert monitoring must cease following completion of an investigation.

7. Storage and Retention of CCTV images

7.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

7.2 All retained data will be stored securely.

8. Subject Access Requests

8.1 Individuals have the right to request access to CCTV footage relating to themselves under the stipulations of the Data Protection Act (2018).

8.2 All requests for Data Subject Access should be made in writing to Watchfield Parish Clerk, preferably on an application form available from the Parish Clerk. The forms will also be available to the public. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

8.3 The Council will respond to requests within 28 calendar days of receiving the written request. All requests will be logged.

8.4 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

9. Access to and Disclosure of Images to Third Parties

9.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data (e.g. investigators and CCTV service contractors).

9.2 Requests should be made in writing to the Parish Clerk and will be logged.

9.3 The data may be used within the Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

10. Review and Compliance

10.1 Copies of this Code of Practice will be available to the public from the Parish Clerk and on the website, www.watchfield.org.

10.2 This Code of Practice will be reviewed every two years, or upon revisions of the Data Protection Act or relevant legislation.

10.3 Intention of adherence to this Code is indicated by signature. The Clerk will ensure timely reviews, training and signatures from new personnel and councillors

Signed:

Clerk, Claire Arnold



DATA SUBJECT ACCESS (CCTV) Watchfield Parish Council



Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act

All requests for Data Subject Access should be made in writing to Watchfield Parish Clerk on this application form

Name of Applicant	
Address	
Contact (phone/email)	
Date of CCTV footage required	
Time of CCTV footage required	
Location of CCTV footage required	

Watchfield Parish Council will respond to requests within 28 calendar days of receiving the written request and cleared fee. All requests will be logged.

Watchfield Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Claire Arnold
Clerk to Watchfield Parish Council