Puriton Parish Council
CCTV POLICY

1 Introduction

1.1 Puriton Parish Council (the Council) uses closed circuit television (IP-CCTV) images to reduce crime and monitor buildings in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property. There is currently one system operating at J'Dan Pump Track, Puriton Sports Centre, Churchfield Drove, Puriton TA7 8BY.

1.2 The CCTV systems and the images produced are controlled by the nominated person and the parish clerk, who is responsible for how the systems are used and for notifying the Information Commissioners Office about the CCTV systems and their purpose

2 Pump Track

2.1 The Parish Council system comprises of 7 fixed motion-sensor cameras located around the building.

2.2 The system does not have a sound recording capability.

2.3 Images are stored for 31 days on board NVR and are then automatically deleted.

2.4 The system is owned by the Parish Council and the deployment is determined by the nominated person under instruction from the Parish Council.

2.5 The CCTV is monitored via Hik connect software and nominated persons.

2.6 The use of CCTV and the associated images is covered by the Data Protection Act 1998. Implementation of General Data Protection Regulations (GDPR), accompanied by a new Data Protection Act, takes effect from 25th May 2018 and replaces the existing law on Data Protection Act 1998. The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.

3 This policy outlines the Council's use of CCTV and how it complies with the Act.

3.1 All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. The nominated persons or person are aware of the restrictions in relation to access to, and disclosure of, recorded images.

3.2 The council recognises that during periods where children and young adults are present in a controlled environment, that parents and guardians may have concerns with the presence of live CCTV observation. CCTV coverage will be temporarily isolated in specific areas at designated sites if requested by a parent/guardian and the reason given is deemed legitimate.

4 Statement of Intent

4.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.

4.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.

4.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

5 Siting the Cameras

5.1 Cameras are sited so they only capture images relevant to the purposes for which they are installed, and 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.

5.2 The Council will make every effort to position cameras so that their coverage is restricted to the Council premises, which will include outdoor areas.

6 Storage and Retention of CCTV images

6.1 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. All data will be retained on NVR for 31 days, after which it will be erased.

6.2 All retained data will be stored securely on the main NVR Hard drives built into the system

7 Access to CCTV images

Access to recorded images will be restricted to nominated authorised person or persons to view them and will not be made more widely available.

8 Subject Access Requests (SAR)

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

8.2 All requests should be made in writing to the Parish Clerk. 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 and fee.

8.4 A fee of £25 will be charged per request.

8.5 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).

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

10 Complaints

Complaints and enquiries about the operation of CCTV within the Council should be directed in writing to the Parish Clerk in the first instance.
Contact details:
Puriton Parish Clerk, 17 Sealey Close, Draycott, Cheddar, Somerset, BS27 3UA Email: clerk@puritonparishcouncil.org

11 Further Information

Further information on CCTV and its use is available from the following:

CCTV Code of Practice (published by the Information Commissioners Office)

Regulation of Investigatory Powers Act (RIPA) 2000

General Data Protection Regulations (GDPR), accompanied by a new Data Protection Act, effective from 25th May 2018

Appendix A Checklist

This CCTV system and the images produced by it are controlled by the nominated person or persons is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018).

Puriton Parish Council has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes. The Council conducts an annual review of its use of CCTV.

	Checked (date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system had been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required			
Residents will be consulted about the proposal to alter CCTV equipment			
Cameras have been sited so that they provide clear images.			
There are visible signs showing that CCTV is in operation.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated			
Except for law enforcement bodies, images will not be			

provided to third parties			
The organisation knows how to respond to Individuals making requests for copies of their own images. If unsure the Parish Clerk knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

Appendix B CCTV Signage

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Council is to ensure that this requirement is fulfilled.

The CCTV sign should include that the area is covered by CCTV surveillance and pictures are recorded.

Appendix C

CCTV Access Request Form-CCTV Images

Date and time of recording	
Place of recording	
Applicants Name and Address	
Postcode/Telephone number	
Description of Applicant and any distinguishing features (e.g clothing)	
A recent photograph may be necessary to aid identification	
Signature of applicant or parent/guardian if under 18	
Reason for request-should be submitted to the Parish.	
Date/time request received.	
Signature of the Clerk	
Fee Charged	

Date paid.	
Request approved	Yes/No
Date applicant informed.	