

Gilberdyke Parish Council

CCTV Policy

Approved by committee 10th September 2019

1.0 Background

1.1 Gilberdyke Parish Council uses closed circuit television (CCTV) images for the prevention, identification and reduction of crime and to monitor the site and buildings in order to provide a safe and secure environment for residents, staff and visitors, and to prevent the loss or damage to council property.

1.2 CCTV surveillance at the site is intended for the purposes of:

- Protecting the Parish Council's assets

- Promoting the health and safety of users, staff and visitors

- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism)

- Supporting the police in a bid to deter and detect crime

- Assisting in identifying, apprehending and prosecuting offenders;

- and ensuring that the site rules are respected so that the site can be properly managed.

1.3 The Parish Council system comprises of both fixed and moveable cameras.

1.4 The Parish Council CCTV system is owned and operated by the Parish Council and the deployment of which is determined by Gilberdyke Parish Council.

1.5 The CCTV is controlled centrally from the Gilberdyke War Memorial Hall office/bar by a Parish Councillor

1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the Parish Council's use of CCTV and how it complies with the Act.

1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators comply with their responsibilities under the CCTV Code of Practice. All are aware of the restrictions in relation to access to, and disclosure of, recorded images.

1.8 The Parish 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.

1.9 The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies and codes of practice and other relevant policies, including the provisions set down in equality and other related legislation.

Protection of Parish Council Assets and Property: The play area equipment, youth shelters, car park and playing field adjacent to these areas are under surveillance.

Verification of security alarms: Recorded images will be used to verify causes of alarm triggering

Criminal Investigation (carried out by the Police): Full and absolute cooperation will be afforded to the police in any request they may make.

Covert Surveillance: may be used only in exceptional circumstances at the discretion of the management in consultation with the Police

Notification: A copy of this policy will be displayed on the Gilberdyke Parish Council website.

Adequate signage: will be displayed at entrances to the site and around the locations covered by the surveillance

Storage and retention: The images captured by the CCTV are automatically overwritten after 28 days except where an image identifies an issue when it may be manually preserved for investigation/prosecution of that issue.

The images will be stored in a secure environment and access to the recording equipment is password protected

Access is restricted to authorised personnel. Supervising the access and maintenance of the equipment is the responsibility of the hall management officer. The system is not continuously viewed by human operators but may from time to time be inspected and checked.

In certain circumstances, the recordings may be viewed by other individuals in order to achieve the objectives set out above. When recordings are being viewed, access will be limited to authorised individuals on a need to know basis.

Justification for the use of CCTV: The use of CCTV to monitor the site and Parish Council assets has been deemed to be justified by the Parish Council. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation or of anti-social behaviour.

Location of Cameras: Cameras will be sited so they only capture images relevant to the purpose for which they are installed. They will not be installed where they may invade reasonable expectations of privacy (eg toilets or changing facilities).

CCTV Video Recording and Monitoring of the site: Entry to and use of the play area equipment, youth shelters, car park and playing field adjacent is permitted on the understanding that by so doing the person entering accepts the conditions above.