GISLINGHAM PARISH COUNCIL

CCTV POLICY

1. Introduction

1.1 This policy it to control the management, operation, use and confidentiality of the CCTV system sited on Charity Meadow, Broadfields Road, Gislingham, covering the play equipment on the meadow.
1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000).
1.3 This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.
1.4 The system comprises of 1 CCTV tower with 2 fixed cameras on the meadow.

2. Objectives of the scheme

(a) To protect the Council's assets
(b) To promote the health, safety and protection of residents and visitors
(c) To reduce the fear and incidence of crime and anti-social behaviour
(d) To support the Police in a bid to deter and detect crime and anti-social behaviour

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Act of May 2018 and will seek to comply with the requirements of both 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 which is protected by the Act.
3.3 The cameras will not be used to monitor live activities; but will instead be used to replay recorded activity within the play equipment area only, to identify criminal activity, and for the purpose of securing the safety and well-being of the play equipment area, together with its visitors. This

footage will only be viewed in the presence of a nominated person (to be agreed by the Council) with appropriate Safeguarding qualifications.
3.4. The cameras will not focus on private homes, gardens, the School or any other areas of private property.
3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Data will never be released to the media for purposes of entertainment.
3.6 The planning and design has endeavoured to ensure that the Scheme will give 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.
3.7 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all 5 access routes to areas covered by the CCTV.

4. Operation of the system

4.1 The Scheme will be administered and managed by the CCTV control group consisting of the Parish Council Chairman, Vice Chairman, Proper Officer, and Health & Safety lead, in accordance with the principles and objectives expressed in the Policy.
4.2 The day-to-day management will be the responsibility of the CCTV control group.
4.3 The CCTV system will be operated 24 hours each day, every day of the year.
4.4 The power supply is provided by Gislingham Primary School with a fixed meter connection. The Council will reimburse the School for all power usage as per the fixed meter. The Council will be responsible for the fitting, ongoing repair and maintenance of the electricity meter, cables between the meter and the CCTV tower, and administration incurred by the School to read the meter and invoice for payment.
4.5 In the event of a power cut recording will stop until power is reinstated.

5. CCTV Control Area (located on the CCTV Tower)

5.1 The CCTV control group will routinely check and confirm the efficiency of the system and in particular that the equipment is properly recording, and that the cameras are functional.
5.2 Access to the CCTV Control Area will be strictly limited to the CCTV control group.
5.3 Anyone else needing to access the CCTV Control Area will be subject to particular arrangement as outlined below.
5.4 If out of hours emergency maintenance arises, the CCTV control group must be satisfied of the identity and purpose of contractors before allowing entry to the CCTV Control Area.

5.5 A log book will be maintained by the Proper Officer to the Parish Council. Full details of anyone other than the CCTV control group accessing the CCTV Control Area, including time/date and reason will be recorded.
5.6 Other administrative functions will include maintaining hard disc space, maintaining occurrence and system maintenance logs.
5.7 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

6.1 Liaison meetings (4 times a year) may be held with all bodies involved in the support of the system.

7. Monitoring procedures

7.1 Camera surveillance may be maintained at all times.
7.2. A 4 channel network recorder is installed in the Control Area to which pictures will be continuously recorded.
7.3 CCTV data is only viewable remotely via log in details and password protected internet access restricted to the members of the Control Group only.

8. Recording procedures

8.1 In order to maintain and preserve the integrity of the data the following procedures for use and retention must be strictly adhered to:

(i) Data stored on the hard drive may be copied to a USB device if required for evidence purposes by a member of the Control Group only.
(ii) Data stored on hard drive will be stored for 30 days with an auto re-write regime in place.
(iii) Data required for evidential purposes and copied to a USB device, must be witnessed, signed by a member of the control group, dated and stored in a secure place.

8.2 Data may be viewed by the Police for the prevention and detection of crime and the authorised officer of Gislingham Parish Council (Proper Officer), for supervisory purposes, authorised demonstration and training.
8.3 A record will be maintained by the Control Group of the release of Data to the Police or any other authorised applicants.
8.4 Viewing of Data by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act1998.
8.5 Should data be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iii) of this Code. Data will only be released to the Police on the clear understanding that the data remains the property of the Parish Council, and both the data and

information contained on it are to be treated in accordance with this code. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the data or any part of the information contained thereon. On occasions when a Court requires the release of an original data this will be produced from the secure evidence store, in its sealed bag.

8.6 The Police may require the Parish Council to retain the data for possible use as evidence in the future. Such data will be properly indexed and properly and securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view data will be referred to the Proper Officer. In these circumstances data will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

9. Breaches of the code (including breaches of security)

9.1 Any serious breach of the Code of Practice will be immediately investigated by the Proper Officer and an independent investigation undertaken with recommendations on how to remedy the breach.

10. Assessment of the scheme and code of practice

10.1 Performance monitoring, including random operating checks, may be carried out.

11. Complaints

11.1 Any complaints about the Parish Council's CCTV system should be addressed in writing to the Parish Clerk.

11.2 Complaints will be investigated in accordance with Section 9 of this Policy.

12. Access by the Data Subject

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

12.2 Requests for Data Subject Access should be made in writing to the Proper Officer of the Council.

13. Public information

13.1 Copies of this Code of Practice will be available to the public from the Proper Officer of the Council.

Summary of Key Points

- This Code of Practice will be reviewed every year.
- The CCTV system is owned and operated by the Parish Council.
- Liaison meetings may be held with the Police and other bodies. Data may only be viewed by Authorised Parish Council Officers, members of the CCTV Control Group and the Police.
- Data required as evidence will be properly recorded and witnessed before being released to the police.
- Data will not be made available to the media for commercial or entertainment.
- Data will be auto-erased after 30 days.
- Any breaches of this code will be initially investigated by the Proper Officer of the Parish Council. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

Signed: *CFell* **Chair**

Approved by Gislingham Parish Council on 15th June 2026

Date of next review June 2027