



# TAKELEY PARISH COUNCIL

## CLOSED CIRCUIT TELEVISION POLICY

### Document Control

Approved on behalf of the Parish Council	
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### Change History

Version:	Date:	Reason for change:
DRAFT A	January 2021	
DRAFT B	23/01/2021	Councillors CCTV group review

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**TAKELEY PARISH COUNCIL  
Closed Circuit Television - Policy**

**Table of Contents**

<b>1.</b>	<b>Introduction .....</b>	<b>1</b>
<b>2.</b>	<b>Objectives .....</b>	<b>1</b>
<b>3.</b>	<b>Statement of Purpose .....</b>	<b>2</b>
<b>4.</b>	<b>CCTV Code of Practice .....</b>	<b>3</b>
<b>5.</b>	<b>Responsibilities of the Owner of the CCTV System.....</b>	<b>3</b>
<b>6.</b>	<b>Breaches of the Policy (including Breaches of Security) .....</b>	<b>3</b>
<b>7.</b>	<b>Public Information .....</b>	<b>3</b>
<b>8.</b>	<b>Document Status .....</b>	<b>3</b>

# TAKELEY PARISH COUNCIL

## Closed Circuit Television - Policy

### 1. Introduction

- a) This Policy, and the associated Code of Practice, is for the control of the management, operation, use and confidentiality of the CCTV system located at the Takeley Old School Community Centre. The site is owned and managed by Takeley Parish Council (the Council).
- b) The Policy has been prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system/s meets all legislative requirements.
- c) The CCTV System is registered with the Information Commissioner under the Terms of the Data Protection Act 1998, and is operated in accordance with the requirements of the General Data Protection Regulations and the Commissioner's Code of Practice. Registration Reference: Z3220644. The Council will treat the information obtained by the system as protected under the General Data Protection Regulations.
- d) The Council accepts the data protection principles based on the Data Protection Act 1998, as follows. Data must be:
  - Fairly and lawfully processed;
  - Processed for limited purposes and not in any manner incompatible with those purposes;
  - Adequate, relevant and not excessive;
  - Accurate;
  - Not kept for longer than is necessary;
  - Processed in accordance with individuals' rights;
  - Secure;
  - 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.
  - Subject to guidance on good practice.
- e) The Council has installed a CCTV system, which may be capable of expansion. Cameras have been installed within specific target areas, which have been identified through the gathering of information, including the use of local public information.
- f) Community Safety is defined as any intervention that deals with anti-social behaviour and fear of crime, which may affect the quality of life of individuals and the local community. The Crime and Disorder Act 1998 defines anti-social behaviour as behaviour which causes, or is likely to cause alarm, harassment or distress to one or more persons not of the same household.

### 2. Objectives

- a) All CCTV schemes to be made 'fit for purpose' through preventative and reactive maintenance plans and regular operational requirement reviews, and to manage effectively the public and third party perception of CCTV, including 'unrealistic expectations'.
- b) Every effort is made in the planning and design of the Council's CCTV system to provide maximum effectiveness within the current area of coverage or such additional areas which may subsequently form part of the system. It is not possible to guarantee the system will be able to see or provide evidence for every incident that may occur within the target area.
- c) To provide transparency on how, why and where CCTV is being utilised, successes and outcomes along with other information that members of the public may wish to know. Much of the CCTV information can be readily found through the Council's CCTV website page.

**TAKELEY PARISH COUNCIL**  
**Closed Circuit Television - Policy**

- d) Cameras will be used to monitor activities on Takeley Old School Community Centre premises in order to identify criminal activity, vandalism or anti-social behaviour occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of the public or security of council property.

**3. Statement of Purpose**

- a) The Council's CCTV scheme exists in order to record and view activity within the intended area of coverage.
- b) The CCTV system is to provide a safe and secure environment for the benefit of those who might visit, work or live in the area of the Parish of Takeley. The system/s will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:
- To reduce the fear of crime by persons using facilities at Takeley Old School Community Centre, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
  - To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
  - To assist the Council, the Police 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;
  - To deter 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;
  - To assist all "emergency services" to carry out their lawful duties.
- c) Safeguards are used within the system capabilities to ensure cameras are not focused within private areas, such as windows, where there is no public access. Where it is unavoidable to have a camera focused on a home or other private area as part of a larger point of focus, privacy masking will be used to cover the private area from view. This will minimise collateral intrusion.
- d) Individual members of the public may request access to their own recorded image/s under General Data Protection Regulations (GDPR) and must be made in writing, on a Data Subject Access Request (DSAR) form and may be subject to a fee. Forms are available by contacting the Clerk to the Council, or may be downloaded from the Council's website. The Council will carry out consideration of the request and reply to the applicant, normally within one calendar month, in line with the Council's privacy statement and the General Data Protection Regulations and the Data Protection Act 2018.
- e) Data may also be released to the Police, or to other Third Parties (e.g. statutory authorities with powers to prosecute, solicitors, claimants in civil proceedings, accused persons or defendants in criminal proceedings, insurances or other relevant agencies) upon receipt of a written request.
- f) Data or knowledge secured through the operation of the CCTV system/s will not be used for any commercial purpose/s. Data will not be released to the media unless the Police confirm that it would be in the public interest.
- g) The CCTV system will NOT be used to provide information used to support a surveillance system which compares data against a reference database for matching purposes such as Facial Recognition (FR), or automatic number plate recognition (ANPR).
- h) Warning signs, as required by the Information Commissioners, will be placed at areas covered by the CCTV system.

**TAKELEY PARISH COUNCIL**  
**Closed Circuit Television - Policy**

**4. CCTV Code of Practice**

- a) The Code of Practice has been established in order to properly control the management, operation and use of the Council's CCTV system, and which forms an integral part of this CCTV Policy and shall be used in conjunction with the Home Office Surveillance Camera Code of Practice pursuant to section 29 of the Protection of Freedoms Act 2012.
- b) The Council shall have overall responsibility for the system. The day-to-day operation, management and use of the CCTV system will be the responsibility of the Clerk to Takeley Parish Council (the Clerk).
- c) The CCTV system will operate continuously 24 hours a day, 365 days of the year, subject to operational considerations, such as maintenance/upgrades, repair, training, etc. where it may be necessary for the system/s to be powered-down for a period of time.

**5. Responsibilities of the Owner of the CCTV System**

- a) Takeley Parish Council retains ownership, control and responsibility for the CCTV system.
- b) Full details regarding to the responsibilities of the Council, its officers and staff are contained in the CCTV Code of Practice.

**6. Breaches of the Policy (including Breaches of Security)**

- a) Any breach of this policy will be initially investigated by the Parish Council, in order for appropriate action to be taken. A report of the incident will be made to Council together with any recommended actions to remedy the breach.

Note: A breach by Council staff may lead to disciplinary action.

- b) Any serious breach of the policy may be further investigated by the Council Complaints Committee reporting on recommendations to remedy the breach.

**7. Public Information**

- a) Copies of this policy shall be made available to the public on the Council's website, or in paper form from the Parish Clerk, as will any reports that are submitted to the Council providing it does not breach security needs. The Police will be informed of the installation and provided with a copy of this CCTV Policy.
- b) Any complaints about the Parish Council's CCTV system, or its use, must be addressed to the Parish Clerk.
- c) Any written concerns or complaints regarding the use of the CCTV system will be considered by the Council, in accordance with Section 6 of this policy.

**8. Document Status**

This CCTV Policy was adopted by Takeley Parish Council at a meeting of the Council on 10th February 2021.

This CCTV Policy, and the associated Code of Practice, may be discussed at meetings of the Parish Council, or other committees and working groups, where necessary and appropriate. Any major change(s) that would have a significant impact on either the purpose of this policy; or the operation of the CCTV system will be applied only after discussion and resolution at a full Takeley Parish Council meeting.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

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