

Clenchwarton Parish Council

CCTV Policy

1. Introduction including Data Protection Principles

This Policy is to control the management, operation, use and confidentiality of the CCTV system operating in (i) the Hall Road sports fields, recreation and car park areas.

It has been prepared in line with guidance and information contained in the 'CCTV Code of Practice' published by the Information Commissioner's Office (revised 2008 edition). This policy will be subject to periodic review by the Parish Council in order to ensure that it continues to reflect public interest and meets all legislative requirements.

Clenchwarton Parish Council accepts the data protection principles based on the Data Protection Act 1998 as follows:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless;
 - (a) at least one of the conditions in Schedule 2 of the DPA 1998 is met and,
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 of the DPA 1998 is also met.
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- Personal data shall be processed in accordance with the rights of data subjects under this Act
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system 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:

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- to reduce the vandalism of property and to prevent, dog fouling and attacks, deter and detect crime and disorder
- to reduce the fear of crime by persons using Parish Council facilities, thereby allowing them to enter and leave the Pavilion and sports field areas without fear of intimidation by individuals or groups
- to assist the police, the Parish Council 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

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at full Council meeting.

4. Responsibilities of the Owners of the Scheme

The elected Parish Council retains overall responsibility for the scheme.

Adopted August 2018