

CCTV policy

POLICY REVIEW	
Signed	
Minute reference	FUL/151/21/22
Date ratified	7 th February 2022
Date of next review	7 th February 2023

1 Policy

1.1 In its use of any CCTV system, Theale Parish Council will comply with all relevant legislation, including the General Data Protection Regulation, and will follow the guiding principles of the Surveillance Camera Code of Practice, namely:

- a Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- b The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified
- c There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints
- d There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used
- e Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them
- f No more images and information should be stored than that which is strictly required for the stated purpose of a camera surveillance system, and such images and information should be deleted once their purposes have been discharged
- g Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such purpose or for law enforcement purposes
- h Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards

- i Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use
- j There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published
- k When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value
- l Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Appendix – Checklist for users of limited CCTV systems monitoring small retail and business properties

	Date Checked	By	Date of Review
Notification submitted to Information Commissioner	15/2/2022	PM	15/2/2023
Named individual responsible for the operation of the system: (CLERK)	15/2/2022	PM	15/2/2023
Problem to be addressed has been clearly defined & installing cameras is best solution. Decision to be reviewed.	15/2/2022	PM	15/2/2023
System chosen which produces clear images which law enforcement bodies can use to investigate crime & these can easily be taken from the system	15/2/2022	PM	15/2/2023
Cameras have been sited so that they provide clear images	15/2/2022	PM	15/2/2023
Cameras positioned to avoid capturing images of persons not visiting the premises	15/2/2022	PM	15/2/2023
There are visible signs showing that CCTV is in operation.	15/2/2022	PM	15/2/2023
Images from CCTV system are securely stored where only a limited number of authorised persons have access to them: (Parish Council office)	15/2/2022	PM	15/2/2023
Recorded images to be retained only long enough for any incident to come to light and the incident be investigated: (30 days)	15/2/2022	PM	15/2/2023
Except for law enforcement bodies, images will not be provided to third parties	15/2/2022	PM	15/2/2023
The potential impact on individuals' privacy has been identified and taken into account in the use of the system	15/2/2022	PM	15/2/2023
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the ICO as soon as the request is made	15/2/2022	PM	15/2/2023
Regular checks are carried out to ensure the system is working properly and produces high quality images	15/2/2022	PM	15/2/2023