

UPPER BEEDING PARISH COUNCIL

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Clerk: Steve Coberman

UPPER BEEDING PARISH COUNCIL CODE OF PRACTICE FOR THE USE OF CCTV CAMERAS

Adopted 6th December 2016

Upper beeding Parish Council has adopted the model CCTV Code of Practice as published by the Information Commissioners Office (see <https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>).

The Parish Council is registered with the ICO under the Data Protection Act 1998 and this registration is renewed annually.

In adopting this code the parish council aims to ensure that good practice standards are adopted by us in operating the CCTV.

At the time this code was adopted, Upper beeding Parish Council proposed to have four CCTV cameras located on the roof of the sports hall in the Memorial Playing Field.

The code covers the use of CCTV by the Parish Council to capture images of identifiable individuals for the purpose of potentially taking some action in relation to an individual, for example handing the images over to the police and/or neighbourhood wardens to investigate a crime, anti-social behaviour, littering, graffiti or vandalism.

In administering the handling of CCTV data, the control of the images and how they are used will be the responsibility of the Clerk to the Council, in accordance with the following guidelines:

- The handling and use of any images will be recorded by the Clerk, who will ensure that the procedures are followed and any right of access requests are dealt with in accordance with the code.
- The procedure for handling the control and recording of images will be reviewed annually by the Council.
- The images recorded by the CCTV cameras will only be available to view from the sports hall. The images on all cameras will not be on permanent view to members of staff or the public and may be viewed only by persons so authorised by the Clerk of the parish council. Access to the systems will be by secure password.
- Disclosure of images will be limited to the appropriate law enforcement agencies to help with the prevention, prosecution and detection of crime. Any other disclosure will be at the discretion of the Parish Council and the request will be carefully considered as to its validity, purpose and compliance with the Data Protection Act.
- A record will be kept of any disclosure along with details of who the images have been provided to, day, date, time and purpose.
- Images recorded are only retained for approximately 28 days after which time they are deleted.
- Any images needed for the purpose of crime prevention, prosecution and detection will be downloaded and retained only as long as is necessary to complete an investigation and/or prosecution.

- CCTV warning signs are displayed in the Memorial Playing Field.
- Subject access requests will be provided within 40 calendar days to individuals who wish to view images of themselves. A charge of £10 will be made for such requests made payable to the Parish Council. The person requesting this information must provide details to allow proper identification of themselves (picture, what they were wearing) and also sufficient information to locate the images on the system, day, date, time and purpose for which they require the images. All such requests will be dealt with by the Clerk. Any images of third parties may need to be obscured before release of this information.
- Freedom of Information requests to release images of individuals to third parties are exempt as these images come under the data protection principles (see details in full Code of Practice as issued by the ICO).