



NEWICK PARISH COUNCIL

CCTV Code of Practice

1. INTRODUCTION

The aim of this code of practice is to ensure that the closed circuit television system used within the Parish stands up to scrutiny and is accountable to the people it aims to protect.

Newick Parish Council is committed to the belief that everyone has the right to respect for his or her private and family life and their home.

The code of practice for the Parish of Newick closed circuit television system (CCTV) operated by Newick Parish Council is underpinned by the operator's code of conduct and the manufacturers instructions. The management, in all respects, of the CCTV system is vested in the Newick Parish Council CCTV Management Group.

As of September 2013 the CCTV System owned and operated by Newick Parish Council is an Ever Focus 16 Channel DVR system capable of running 16 CCTV cameras, that system being housed within the Sports Pavilion on the King George V Playing Field.

2. DEFINITIONS

For the purpose of the code of practice the following definitions will apply:

2.1 Management Group

The Newick Parish Council CCTV Management Group, hereafter referred to as the **Group**, may consists of a maximum 6 members. The Chair shall always be held by a Parish Councillor. Other members of the group shall be a further Parish Councillor, a representative of the Sports Pavilion Management Committee, the Parish Council's Proper Officer and in addition the Group may co-opt two further members. The Group meeting quorum is three.

2.2 CCTV

Closed Circuit Television System

2.3 Security

Newick Parish Council (Clerk as the Proper Officer)

2.4 Data Controller

The Clerk as the Proper Officer

3. SCOPE

This code of practice is binding on all employees and officers of Newick Parish Council, all employees of contracted out services and all other persons who may for whatever reason be present at the Sports Pavilion, King George V Playing Field (it being a condition of access).

4. OPERATION AND OWNERSHIP

The CCTV system is operated by the **Group** whose personnel are employed by or report direct to Newick Parish Council. The CCTV system, all recorded material and copyright are owned by Newick Parish Council.

5. PRINCIPLES

The following principles will govern the operation of the CCTV system.

5.1 The CCTV system will be operated fairly and lawfully in accordance with published Home Office Guidance and only for the purposes authorised by Newick Parish Council.

5.2 The CCTV system will be operated with due regard for privacy of the individual.

5.3 Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Parish Council and will be publicised in advance.

6. PURPOSE OF THE CCTV SYSTEM

The system is intended to provide an increased level of security in the King George V Playing Field and Sports Pavilion environment for the benefit of those who work, play in or visit the facilities.

The CCTV system will be used to respond to the following key objectives, which will be subject to annual review:

- To detect, prevent or reduce the incidence of crime,
- To prevent and respond effectively to all forms of harassment; any public disorder; antisocial behaviour and vandalism,
- To improve communications and the operational response of security in and around the areas where CCTV operates,
- To create a safer community, particularly for younger members of the community
- To assist in ensuring that users of the KGVPF facilities do so within the rules & with due care for other users,
- To gather evidence by a fair and accountable method,
- To provide emergency services assistance,
- To assist with health & safety.

As community confidence in the system is essential, wherever possible, all cameras will be operational. An appropriate maintenance program will be established.

6.1 System details

The CCTV system consists of 12 overt colour CCTV cameras (of which 4 have infrared capability) situated on the King George V Playing Field and in the Sports Pavilion building, which continuously record activities in that area. The recording facility operates under Security Industry Authority (SIA) licensed practice.

7. DATA PROTECTION ACT 1998

The 8 data protection principles will be adhered to and any future changes of legislation will be taken into account. These principles include:

- Personal information must be fairly and lawfully processed.
- Personal information must be processed for limited purposes
- Personal information must be adequate, relevant and not excessive
- Personal information must be accurate and up to date

- Personal information must not be kept for longer than is necessary
- Personal information must be processed in line with the data subject's rights
- Personal information must be secure
- Personal information must not be transferred to other countries without adequate protection

8. ACCESS TO INFORMATION

The Freedom of Information Act 2000 and the Data Protection Act 1998 will be adhered to. Any request for disclosure of information must be made in writing to the Group (who will promptly inform the Council). The Parish Council is registered with the Data Protection Office.

Requests for information by the Police and other authorities must be accompanied by the relevant Data Protection form duly signed by the appropriate authority and must be made to the Clerk as the Proper Officer of the Council (who will promptly inform the Group and the Council).

Access to the monitoring and recording facility will be prohibited except for lawful, proper and sufficient reasons (e.g. official visits from law enforcement or inspection agencies, security staff and senior management and maintenance staff) and only then with the personal authority (verbal or written) of the Clerk to Newick Parish Council. Any such visits will be conducted and recorded in accordance with the agreed procedures.

Regardless of their status, all visitors to the recording facility will be required to sign the visitors' book and a declaration of confidentiality. A log book will be maintained with the system.

Any other personnel admitted to the recording facility, such as maintenance staff or engineers effecting repairs must be authorised by the Clerk as the Proper Officer or the Group (verbally or written) and, unless they hold suitable accreditation, must be supervised whilst they are in the recording facility.

8.1 Primary request to view data

Primary requests (i.e. those from law enforcement agencies) to view data generated by the CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings (Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996),
- Providing evidence for civil proceedings or tribunals,
- Providing evidence of activities of the public whilst in the facilities,
- The investigation and detection of crime,
- Identification of witnesses.

8.2 Third parties

Third parties which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police,
- Statutory authorities with powers to prosecute,
- Solicitors,
- Plaintiffs in civil proceedings,
- Accused persons or defendants in criminal proceedings.

Upon receipt of a bona fide request to verify the existence of relevant data the Clerk will ensure:

- No undue obstruction of any third party investigation to verify existence of data,
- The retention of data which may be relevant to a request,

The Clerk shall decide on the bona fide status of any request with any appeal to the Group whose decision shall be final unless so directed by an appropriate Authority.

9. PUBLIC INFORMATION

A copy of this code of practice will be made available to anyone requesting it.

10. SIGNAGE

Signs will be placed in the locality of the cameras. The signs will indicate:

- The presence of monitoring and recording,
- The ownership of the system,
- Contact telephone number.

11. COMPLAINTS

Any use of the CCTV system or materials produced which is outside the code and is inconsistent with the objectives of the system will be considered gross misconduct.

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable cause will be dealt with accordingly. If any breach constitutes an offence under criminal or civil law then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by the Parish Council under its Complaints Policy. The Clerk or Newick Parish Council Chairman will, in accordance with the policy, ensure that every complaint is acknowledged in writing within ten working days which will include advice to the complainant of the enquiry procedure to be undertaken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system which is deemed to be of a criminal nature.

12. MAJOR INCIDENTS

In the event of a major incident arising, such as serious public disorder, bomb threats/explosions or serious fires, the police will be given authority to supervise the CCTV recording facility. Such authority will be given by the Clerk or the Chairman of the Group, verbally or in writing.

Signed: **Cllr. N. Berryman**
Chairman
Newick Parish Council

Date **26th April 2016**