HATFIELD PEVEREL
PARISH COUNCIL

CCTV POLICY

This policy sets out the arrangements for the operation, management and governance of CCTV cameras installed at Community Park, Wickham Bishops Road, Hatfield Peverel and the use of body worn cameras for carrying out the activities of the Parish Council and Village Hall.

1. Policy Statement

The Council operates CCTV to protect assets, deter crime and anti-social behaviour, promote public safety and support investigations. The Council will ensure that use of CCTV is lawful, proportionate and transparent.

2. Scope

This policy applies to all CCTV equipment, recordings, users, councillors, employees, volunteers and contractors involved with the system.

3. Objectives

- Deter anti-social behaviour and vandalism
- Support police investigations
- Protect Council assets
- Promote public safety
- Provide evidential material where incidents occur

4. System Description

The system currently comprises two solar-powered cameras covering the site entrance and car park/access route. The cameras record footage, but are not routinely monitored live.

5. Roles and Responsibilities

The Parish Clerk is the system manager. Authorised officers are responsible for secure operation, access control, retention management and responding to information requests.

6. Live Monitoring

The Council does not routinely undertake live monitoring. Any future live monitoring arrangements will require Council approval and compliance with applicable legal requirements.

7. Access to Recordings

Access is restricted to authorised personnel. Every viewing, download or disclosure of footage shall be recorded in a CCTV access log.

8. Retention and Deletion

Footage will normally be retained for 30 days and automatically overwritten unless required for investigation, insurance claims, legal proceedings or police requests.

9. Disclosure

Footage may be provided to police, insurers, legal representatives or other bodies where disclosure is lawful and necessary.

10. Subject Access Requests

Individuals may request copies of their personal data. Requests will be processed in accordance with data protection legislation and third-party images may be redacted.

11. Security Measures

- Password protected access
- Restricted user permissions
- Secure storage
- Regular review of permissions
- Secure transfer of evidence where required

12. Signage

Clear CCTV signage shall be displayed at entrances and key access points informing visitors that recording is taking place.

13. Complaints

Complaints regarding CCTV operation shall be submitted to the Parish Clerk and investigated under the Council complaints procedure.

14. Review of Need

The Council shall periodically review whether the cameras remain necessary, proportionate and effective and whether less intrusive measures could achieve the same objectives.

15. Breaches and Misuse

Unauthorised access, disclosure or misuse of CCTV footage may constitute misconduct and may be reported to relevant authorities.

16. Body-Worn Video Cameras (BWV)

16.1 Purpose

The Council may authorise designated employees to wear body-worn video cameras whilst carrying out car park marshalling duties.

The purpose of body-worn cameras is to:

- Promote the safety and security of employees, volunteers and members of the public.
- Deter abusive, threatening or aggressive behaviour.
- Record incidents where evidence may be required.
- Assist in the investigation of complaints, incidents or health and safety matters.

Body-worn cameras shall not be used for general surveillance, routine monitoring of members of the public or covert recording.

16.2 Lawful Basis

The processing of personal data through body-worn cameras is undertaken in the exercise of the Council's public functions and legitimate operational requirements, including public safety, employee welfare and incident management.

16.3 Authorised Use

Body-worn cameras may only be worn and operated by employees authorised by the Council.

Cameras shall only be used whilst carrying out approved car park marshalling duties or when responding to an incident connected with those duties.

16.4 Activation

Body-worn cameras will not normally record continuously.

Recording should be activated where:

- An incident is occurring or appears likely to occur.
- Staff feel threatened, intimidated or at risk.
- There is actual or suspected anti-social behaviour.
- Evidence may be required for investigative or insurance purposes.

Where practicable, staff should inform individuals that recording is taking place.

16.5 Audio Recording

Where cameras are capable of recording audio, audio recording shall only be used when necessary as part of a legitimate recording of an incident.

16.6 Storage and Access

All recordings shall be stored securely and access shall be restricted to authorised officers only.

Footage will only be viewed where necessary for:

- Incident investigation.
- Complaint handling.
- Legal proceedings.
- Insurance claims.
- Compliance with statutory obligations.

16.7 Retention

Recordings not required for investigative, legal or insurance purposes shall normally be deleted after 30 days.

Where footage is required for an investigation, claim or legal matter, it may be retained for longer in accordance with the Council's retention arrangements.

16.8 Subject Access Requests

Individuals may exercise their rights under UK data protection legislation, including the right to request access to personal data held by the Council, subject to any applicable exemptions.

16.9 Signage and Transparency

The Council shall provide appropriate signage and privacy information informing members of the public that body-worn video cameras may be used by authorised staff during car park marshalling activities.

Appendix A - Access Log Requirements

- Date and time accessed
- Reason for access
- Person accessing footage
- Outcome
- Any disclosure made

Appendix B - Annual Review Checklist

- Camera locations remain appropriate
- Signage remains in place
- Retention settings remain suitable
- Access records maintained
- Policy remains current

Appendix C - CCTV Footage Requests and Disclosures

- To ensure transparency, accountability and compliance with data protection legislation, the Council shall maintain a **CCTV Footage Request and Disclosure Register** (Appendix C).
- The register shall be completed whenever recorded CCTV footage is:
  - Requested by the Police or another law enforcement agency.
  - Requested by an insurer in connection with a claim.
  - Requested by a legal representative.
  - Disclosed in response to a Subject Access Request.
  - Released to any third party authorised by law.
  - Downloaded, copied or exported from the CCTV system for evidential purposes.
- The register shall record:
  - A unique reference number for the request.
  - The date of the request.
  - The name and organisation of the requester.
  - The purpose for which the footage has been requested.
  - The specific footage requested.
  - The lawful basis for disclosure.
  - The name of the officer authorising disclosure.
  - The date the footage was released.
  - The method used to transfer the footage.
  - Confirmation that appropriate checks were undertaken before disclosure.
- Prior to releasing any footage, the Council shall ensure that:
  - The identity of the requester has been verified.

- The request has a valid legal basis.
- The disclosure is necessary and proportionate.
- Consideration has been given to the privacy rights of any third parties captured in the footage.
- The disclosure has been authorised by an appropriately authorised officer.

- The CCTV Footage Request and Disclosure Register shall be retained as an auditable record of all disclosures made by the Council and may be reviewed as part of internal audit, external audit or data protection compliance reviews.

Document Control

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