

Document: Packington Village CCTV Scheme Policy
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VILLAGE CCTV SCHEME POLICY

CONTENTS

1. Introduction..... page 3

2. Statement of purpose..... page 4

3. Legislation..... page 4

4. Ownership and responsibility..... page 5

5. Operation..... page 6

6. Appendices..... page 8-11

 a. Appendix A: CCTV signage

 b. Appendix B: Packington Village CCTV Scheme Privacy Impact Assessment

 c. Appendix C: Access request form - CCTV images

 d. Appendix D: CCTV review checklist

1. INTRODUCTION

This policy is to control the management, operation, use and confidentiality of the closed circuit television surveillance scheme and associated Control and Monitoring Facility, collectively known as the 'Packington Village CCTV Scheme', in a manner that will secure their consistent effectiveness and preserve the civil liberty of law abiding citizens at all times.

This policy is subject to periodic review and audit, minimum annually, by the Packington Neighbourhood Watch Group to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Packington Parish Council accepts the principles of the 1998 Data Protection Act based on the Data Protection Principles. Data must be

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive';
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure.

This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention.

A major change that would have a significant impact on either the purpose of this policy or operation of the CCTV scheme will take place only after discussion at Neighbourhood Watch meeting(s) and resolution at Packington Parish Council Meetings. Agendas are posted on the Parish Council website at least 5 clear days excluding weekends before Council meetings.

Breaches of this policy will be investigated by the Packington CCTV Management Team and reported to the Parish Council.

2. STATEMENT OF PURPOSE

The defined purpose of the CCTV scheme within Packington Village is to promote public confidence by developing a safe and secure environment for the benefit of those residing, employed, visiting or using its facilities. The pressing need that has been identified, as highlighted in the Privacy Impact Assessment (See Appendix), is to maintain surveillance of Packington Village for the purpose of preventing and reducing crime including antisocial behaviour and environmental crimes. This is a legitimate aim and has been the reason behind the installation of CCTV in many towns and villages in Britain.

The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme aims to:

- Prevent and reduce crime including antisocial behaviour and environmental crimes
- to assist the police and 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 throughout Packington Village

3. LEGISLATION

The legislation relating to CCTV use is detailed in the CCTV Code of Practice issued by the Secretary of State under section 30 of the Protections of Freedoms Act 2012, published in June 2013. The Code provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities including the Packington Neighbourhood Watch Group. The Code sets out 12 principles for the operation of surveillance camera systems. Each system should:

1. Have a defined purpose and legitimate aim.
2. Not impinge on an individual's privacy or human rights.
3. Be operated transparently so people know they are being monitored.
4. Be operated with good governance.
5. Have clear policies, rules and procedures in place.
6. Store no more images/data than strictly required.
7. Have safeguards in place in relation to who can view images/data.
8. Meet relevant and approved standards.

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9. Ensure images/data are stored securely.
10. Review systems regularly (at least annually).
11. Be effective in supporting law enforcement.
12. Databases used for matching purposes should be accurate and up to date

The Information Commissioner's Office CCTV Code of Practice 2008 aims to ensure that good practice standards are adopted by those who operate CCTV. The provisions as set out within the Code remain within the current legislation. Prior to the installation of cameras an 'Impact Assessment' to determine whether CCTV is justified and how it will be operated has been undertaken in compliance with the Information Commissioner's CCTV Code of Practice and is also referenced in the Appendix.

All authorised operators and employees with access to images are aware of the procedures that must be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Packington Parish Council is registered with the Information Commissioner's Office.

4. OWNERSHIP AND RESPONSIBILITY

The Packington Parish Council retains ownership and overall responsibility for the scheme. To demonstrate the transparency with which Packington village will operate the CCTV scheme, a contact point for access to information and for complaints will be published on the on Packington Parish Council's website www.packingtonnpc.org.uk and a copy of this policy will also be available through the Packington CCTV manager.

All complaints should be addressed to

Packington CCTV Manager
Packington Parish Council
% Memorial Hall
High Street
Packington
LE651WJ

Email cctv@packington.info

A record of the number of complaints or enquiries received will be maintained together with an outline of the action taken. When a complaint is received a written acknowledgement will be sent within seven working days. A copy of the completed complaint form will also be sent so the complainant can check that the details are correct. An investigation will follow and a

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written answer will be sent to the complainant within fifteen working days stating that the investigation is complete giving details of any proposed action, or, the investigation has not been completed giving the reason why and a date when a full reply can be expected. A report on the numbers of complaints will be collated by the Packington CCTV Manager or designated member of staff in order to assess public reaction to, and opinion of, the use of the system.

5. OPERATION

Day-to-day operational responsibility rests with Initsys and the Packington CCTV Manager/Management Team if and when necessary. Initsys will carry out the annual maintenance check and can access the system to carry out maintenance and essential repairs.

Digital records will be securely stored to comply with the Data Protection Act by Initsys. Only Packington CCTV management team and North West Leicester District Council CCTV team will authorise access to the police for the stored data.

The Packington CCTV Manager/Management Team will be able to access the stored images if required by Packington Neighbourhood Watch.

Access to the stored images, as provided for in section 7 of the Data Protection Act 1998, will only be made for law enforcement purposes or as part of a Subject Access Request (SAR) in writing (Appendix F). All requests for subject access will be dealt with by the CCTV Manager or a nominated deputy. A fee, not exceeding the prescribed maximum, may be levied.

The following points must be understood and strictly observed by operators:

1. Initsys and Packington CCTV Management Team must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Parish Council and the Packington NHW.
3. Public access will be allowed only if lawful, proper and with sufficient reason, except with approval of the Packington CCTV Management Team. The Police are permitted access to the records if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to request to access and view data which will be provided electronically when authorised to do so by North West Leicester District council CCTV centre or Packington CCTV Management Team.
4. Initsys will ensure accuracy of the date/time linked to the images.

5. Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of 21 days.
6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Packington CCTV Management Team would inform the Chairman of the Parish Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be formally requested/signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Packington Team notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by Packington CCTV Management Team should be reported immediately to Initsys, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the village website and parish clerk and will be submitted to the Packington CCTV Management Team for consideration and reply, normally within 10 days.

CAMERA & DATA CENTRE MANAGEMENT

Contact Chris Berry

Initsys Ltd, Unit 1 Home Farm House, School Lane, Normanton Le Heath, Coalville,
Leicestershire, LE67 2TH Tel 01530 262100

APPENDIX A: CCTV SIGNAGE



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APPENDIX B: PACKINGTON VILLAGE CCTV SCHEME PRIVACY IMPACT ASSESSMENT (PIA)

A privacy impact assessment has been completed and is a separate document.

APPENDIX C: ACCESS REQUEST FORM - CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicant's Name and Address Post Code: Tel. No:		Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request – <i>Continue overleaf if necessary</i>			
Received by:	Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed: