



NETHER STOWEY PARISH COUNCIL

CCTV Policy

1. Overview

- 1.1 This policy is to control the management, operation use and confidentiality of the CCTV System at Nether Stowey Car Park. The system is owned by Nether Stowey Parish Council.
- 1.2 This policy will be reviewed periodically to ensure it is compliant with relevant legislation. The policy has been prepared after taking due account of the Code of Practice published by the Information Commissioner (October 2017).
- 1.3 Nether Stowey Parish Council accepts the principles of the Data Protection Act 1998 as at Appendix 1.
- 1.4 The latest policy was adopted at the Parish Council meeting of 11 June 2018.

2. Background

- 2.1 The CCTV System currently consists of three fixed CCTV cameras installed on the library building at Nether Stowey Car Park, Castle Street, Nether Stowey TA5 1LN.
- 2.2 The system is not routinely monitored. Unless required as part of a criminal investigation, all images are retained electronically for 31 days being automatically overwritten.

3. The System

- 3.1 For the purposes of this Policy the 'Owner' is Nether Stowey Parish Council who retain overall responsibility for the system
- 3.2 For the purposes of this Policy, the 'Data Protection Officer (DPO)' is the Clerk to Nether Stowey Parish Council, who is responsible for the operational system and for ensuring compliance with this policy.
- 3.3 For the purposes of this Policy, the 'Data Controller' is Nether Stowey Parish Council.
- 3.4 The CCTV system has been notified to the Information Commissioner with whom Nether Stowey Parish Council is registered (Registration Reference Z7399634) as data controller.

4. Aims and Objectives

- 4.1 The CCTV system will be used for the following purposes:
 - to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
 - To discourage anti-social behaviour including alcohol- and drug-related issues and fly-tipping.
 - to assist the police, the Parish Council and other relevant law enforcement agencies with identification, detection, apprehension and, if appropriate, prosecution of offenders by examining and using retrievable evidence.
- 4.2 The CCTV system does not record sound. It does not have any facility for Automated Number Plate Recognition.
- 4.3 Although every effort has been made to ensure maximum effectiveness of the CCTV system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.



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5. Access to Images

- 5.1 Images captured by the system will only be viewed if an incident is reported which is considered to fall into a category listed at paragraph 4.1. A log will be kept by the Clerk recording each time the CCTV data is accessed and by whom.
- 5.2 Access to images and equipment is strictly controlled and limited to the Clerk, police officers and any other member of a law enforcement agency with statutory powers of entry, the emergency services in connection with the investigation of an accident.
- 5.3 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, and only with the approval of the Chairman of the Parish Council (or Vice-Chairman if the Chairman is unavailable).
- 5.4 The CCTV system will not be used to provide recorded images to any third party, other than those specified at paragraphs 5.2 and 5.3 above.

6. Access to images by a subject

- 6.1 CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the Act. They do not have the right of instant access.
- 6.2 A person whose image has been recorded and retained and who wishes access to their own recorded image must apply in writing, preferably using a Subject Access Request form. Subject Access Request Forms are available on the Parish Council website or by e-mail or collection from the Parish Office. There is no fee for this service.
- 6.3 The Clerk will submit the application to the Parish Council for consideration and reply, normally within ten days and in any event within one calendar month of receiving the completed application.
- 6.4 The Data Protection Act gives the Data Protection Officer the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. If it is decided that a data subject access request is to be refused, the reasons will be fully documented, and the data subject informed in writing, stating the reasons.

Further Information

For enquiries, access requests or further information should be addressed to the Clerk at:

Address: Nether Stowey Parish Council
2a Castle Street, Nether Stowey

Tel: 01278 733779

E-mail: clerk@netherstowey-pc.gov.uk

Website: netherstowey-pc.gov.uk



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Appendix 1

The guiding principles of the Surveillance Camera Code of Practice

Nether Stowey Parish Council adopt the following 12 guiding principles:

1. 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.
2. 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.
3. 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.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. 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.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. 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 a purpose or for law enforcement purposes.
8. 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.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. 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.
11. 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.
12. 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.



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ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Time of Recording:
Place of Recording:	
Applicant's Name and Address Tel. No:	Description of Applicant and any distinguishing features (e.g. clothing) to assist identification 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:	Date/time received
	Approved YES/NO
Date Applicant Informed:	