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CCTV Policy

Signed:A Ronaldson.....
The Chair of Finance Committee
Signed:L Morgan.....
The Chair-Stantonbury Parish Council

Date: ...05/04/2023.....
Date: ...19/04/2023.....

Document History

Reviewed and adapted from other Parishes	23/03/2023
Agreed and signed at Finance Committee	05/04/2023
Adopted and signed at Main Meeting	19/04/2023

1. Introduction:

Stantonbury Parish Council is registered with the ICO; Registration number ZA24982. Closed circuit television (CCTV) is installed at some of our SPC's owned premises for the security of visitors, staff, assets and the premises. The cameras can record images with sound recorded in some areas. There is no facility for Automatic Number Plate Recognition. While every effort is made to ensure maximum effectiveness of the cameras no guarantee is given that every incident taking place within the area covered will be detected.

1.1. The CCTV system will be used for the following purposes:

- To help prevent, deter and detect vandalism and crime and disorder.
- To discourage anti-social behaviour.
- To identify individuals breaching terms and conditions of hire at parish premises.
- To assist the police, Parish Council and Milton Keynes City Council and other relevant law enforcement agencies with detection and identification of offenders

2. Data Protection Statement

2.1. Stantonbury Parish Council is the Data Controller.

2.2. CCTV is installed for the security of visitors, staff, assets and the premises.

2.3. Access to stored images will be controlled on a restricted basis within the Parish Council and limited to authorised council personnel.

2.4. Use of images and sound including the provision of images to a third party, will be in accordance with any requirements that may be occasioned by the Council's Data Protection registration.

2.5. CCTV may be used to monitor the movements and activities of staff and visitors outside the premises.

2.6. External signage is provided advising that CCTV is in operation.

3. Retention of Images

Images from cameras are recorded on a secure hard drive and recordings are accessible for up to **14 days**. Recordings which are not required for the stated purposes will not be retained for longer than is necessary.

The cameras do not have an automatic power backup facility in the event of a main supply power failure.

4. Access to Images/Sound

It is important that access to and disclosure of images/sound recorded by CCTV are restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images/sound be required for evidential purposes.

- 4.1. Images/sound will only be viewed if an incident is reported which falls into the categories listed in 1.1
- 4.2. Access to recorded images/sound is restricted to nominated Parish Council staff who are authorised to share the images/sound with police officers and relevant authorities
- 4.3. Images/sound will not be supplied to the media, except on the advice of the police if deemed to be in the public interest and only with approval of the Chair of the Parish Council
- 4.4. CCTV images/sound will not be supplied to any third party other than those specified in 4.2 and 4.3

5. Access to Images/Sound by Data Subjects

CCTV images/sound, if they show a recognisable person, are personal data and are covered by the Data Protection Act. Anyone who believes 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.

- 5.1. To request a copy of the image/sound the subject must apply in writing, specifying the date, location and time the image was taken
- 5.2. The subject must supply a full description, including clothing worn for the correct image to be traced.
- 5.3. The Clerk will reply within 1 calendar month of the request
- 5.4. The Data Protection Act gives the Data Protection Officer the right to refuse a request for a copy of the data particularly where provision could prejudice an ongoing criminal investigation. If it is decided that the request is to be refused, the reasons will be fully documented and the subject informed in writing.

Any enquiries should be addressed to:

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Bradville
Milton Keynes
MK13 7DX
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