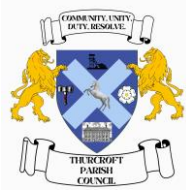


# CCTV

Policy Document – Version 1.0



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# Thurcroft Parish Council

## CCTV POLICY

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### 1. Introduction

Thurcroft Parish Council ("the council") uses CCTV cameras at the Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham, S66 9DD.

CCTV cameras are trained only on the recreation ground and do not extend to any neighbouring residences. Only people on the recreation ground and recreation ground car park will be captured on CCTV cameras.

The cameras are used for the prevention of crime and anti-social behaviour, the safety and protection of individuals and any other serious health and safety matters, including potentially involving employment issues. The council has assessed that there are no other cost-effective means of achieving these objectives.

The use of CCTV is conducted in accordance with this policy, the Surveillance Camera Commissioner's code of practice and other relevant regulations and legislation including the Data Protection Act 2018 and General Data Protection Regulation ("the Act and GDPR").

The Act and GDPR apply because CCTV cameras may capture personal information that could identify individuals. The council's data protection policy gives more detail on how the council processes and looks after personal data.

### 2. Scope

This policy applies to the CCTV cameras controlled by the council.

### 3. Policy statement

The aims of this policy are to ensure adherence to, or compliance with –

- the Data Protection Act 2018;
- the General Data Protection Regulation;
- the Human Rights Act 1998;
- the Freedom of Information Act 2000;
- the Protection of Freedoms Act 2012.
- the Surveillance Commissioner's CCTV Code of Practice;

### 4. Purpose of CCTV system



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The council's CCTV is used for the following key objectives –

- the safety and protection of individuals;
- the prevention and/or detection of crime and anti-social behaviour;
- to provide emergency services assistance;
- to reduce the fear of crime;
- to assist with health and safety and other serious occurrences, including employment issues.

### 5. Surveillance Camera Commissioner (“SCC”)

The Secretary of State has issued a surveillance camera code of practice under section 30 of the Protection of Freedoms Act 2012, which provides guidance on the use of CCTV cameras.

The SCC is a statutory appointment by the Home Secretary to promote compliance with the surveillance camera code of practice and to provide advice on compliance. A SCC guide has also been drawn up by the Secretary of State to assist organisations with compliance.

### 6. Information Commissioner’s Office (“ICO”)

The ICO has produced a data protection code of practice for organisations who use CCTV cameras to ensure compliance with the Act and GDPR. As with the SCC code of practice, the principles of the ICO code have been adopted by the council, which has produced a data protection policy. Please see the council’s policy on its website or contact the clerk (contact details are provided at the end of this policy).

### 7. Privacy impact assessment

The council has completed a privacy impact assessment in compliance with the SCC’s code of practice. The assessment can be seen at Appendix 1 to this policy. It will be reviewed, and where appropriate revised, in line with the review of the CCTV Policy.

### 8. How images and information are stored.

CCTV images and information are stored on a secure hard drive in a locked room, with restricted access. Recorded images from CCTV are used only for the purposes listed in this policy and the privacy impact assessment at Appendix 1 to this policy. Ownership of the recorded material is with the council as the data controller, except where it is passed to a relevant agency, when it also becomes the agency’s responsibility, which must apply appropriate data protection standards to the data transferred.



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Recorded CCTV images will only be viewed when there is a legitimate reason to do so and the showing of recorded material to other internal or external individuals where necessary and legitimate.

Recorded images will be stored securely in digital format and retained only in accordance with the privacy impact assessment.

### **9. Requests for footage**

CCTV footage may be requested through various routes, predominantly the Act and GDPR or the Freedom of Information Act 2000. Inappropriate access will not be allowed.

### **10. Data Protection Act 2018 and GDPR**

Individuals who are captured on CCTV are entitled to request a copy of that footage. There are various ways under the Act and GDPR in which footage can be requested by individuals, the most common of which is through a "subject access request". More details can be found in the council's data protection policy, which details the circumstances in which a request can be made, by whom, and the process for dealing with the request.

### **11. Freedom of Information Act 2000**

CCTV images can be requested under the Freedom of Information Act 2000 ("FoIA"). The FoIA deals with information the council holds, but personal information is usually exempt under section 40 of the Act. However, there may be instances where footage does not contain personal information and as such will need to be considered for release. Each request made under FoIA for CCTV images will be dealt with under the normal freedom of information process.

### **12. Duties and responsibilities**

Thurcroft Parish Council is a data controller under the Act and GDPR and has responsibility for the fair and lawful processing of personal and/or sensitive personal data. CCTV inherently falls into the scope of the Act and GDPR due to the amount of personal data that is captured by the cameras.

The clerk has access to CCTV, is responsible for managing its use and security, and deals with any requests for copies of CCTV footage in line with the purposes set out in this policy.



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#### **13. Policy review**

A review of this policy will take place every year or as required to take account of any new or changed legislation or regulations reflecting best business practices.

#### **14. Breaches of this policy**

Failure to adhere to this policy will place the council at significant risk and may also result in a breach of legislation. All breaches and suspected breaches of this policy must be reported to the clerk or chairman of the council if involving the clerk. Acting or neglecting to act in a manner that leads to a breach of this policy, or failing to report a breach, will be investigated.



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#### 15. Monitoring

Any use of CCTV data collected through the council's CCTV cameras will be recorded and retained in accordance with the council's data retention policy.

#### 16. Contact details

Below are the contact details of the person to contact regarding this privacy impact assessment.

Name: Thomas Collingham

Title: Clerk to Thurcroft Parish Council

Email: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

Telephone: 07462 671 978



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### APPENDIX 1

#### THURCROFT PARISH COUNCIL – USE OF CCTV AT GORDON BENNETT MEMORIAL HALL, THURCROFT, ROTHERHAM, S66 9DD.

#### PRIVACY IMPACT ASSESSMENT

##### Introduction

This CCTV privacy impact assessment (“PIA”) follows the recommendations in The Surveillance Camera Code of Practice, issued by the Surveillance Camera Commissioner in June 2013, in accordance with section 30(1)(a) of The Protection of Freedom Act 2012. The purpose of the PIA is to ensure that privacy risks are minimised while achieving the objectives set out in paragraph 4 (purpose of CCTV system) of this CCTV surveillance policy.

This PIA adopts the guidance in the ICO’s Privacy Impact Assessment Handbook. The four areas which are highlighted by the ICO as potential areas for loss of privacy in relation to personal data are –

- the privacy of personal data;
- the privacy of the person;
- the privacy of personal behaviour;
- the privacy of personal communications.

“Personal data” bears the same meaning that it is given in the Act and GDPR.

When considering the installation of a CCTV camera, an operational case for its installation must be made out. The operational case must be referred to as part of the installation and camera review process to ensure it meets and continues to be effective in addressing the purpose for which the camera was installed.

##### Responsible person contact details

Below are the contact details of the responsible person for this privacy impact assessment.

Name: Thomas Collingham

Title: Clerk to Thurcroft Parish Council

Email: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)



# Thurcroft Parish Council

## CCTV POLICY

### DATA STORAGE & CONTROL

<b>1.</b>	<b>Why a privacy impact assessment is required</b>	
1.1	What is the aim of the CCTV surveillance system?	<p>The use of the system shall be for the purpose of –</p> <ul style="list-style-type: none"> <li>• the safety and protection of individuals;</li> <li>• the prevention and/or detection of crime and anti-social behaviour;</li> <li>• to provide emergency services assistance;</li> <li>• to reduce the fear of crime</li> <li>• to assist with health and safety and other serious occurrences, including employment issues.</li> </ul> <p>The CCTV cameras are used as a proportionate response for crime, disorder and wider community safety purposes.</p>
1.2	Which organisations will have access to CCTV images?	<p>Thurcroft Parish Council (“TPC”) has access to CCTV images on its cameras, which will be shared with relevant agencies for the purposes set out in paragraph 1.1 of this table.</p> <p>TPC is the data controller of the CCTV images stored on the software of its CCTV cameras. CCTV images released to any other organisation will be the legal responsibility of that organisation.</p>
1.3	What are the benefits to be gained from the system and who will benefit?	<p>Residents, visitors and businesses will benefit from improved public safety, and reductions in crime.</p> <p>CCTV is a valuable, cost-effective tool in preventing and detecting crime and anti-social behaviour, ensuring the public’s safety and health and safety standards are met. It has assisted TPC and statutory agencies to control behaviour without direct intervention, unless proven to be necessary.</p>
<b>2.</b>	<b>Information flow</b>	
2.1	How is information collected?	<p>Pictures are transmitted from CCTV cameras onto a hard drive in a locked control cabinet in an office that is locked when vacant.</p>
2.2	Where are the real time images from the camera displayed?	<p>Real-time images are only displayed when switched on by an authorised person and are displayed in an office that is locked when vacant.</p>





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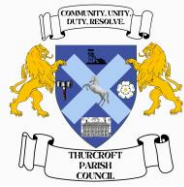
2.3	Who has operational access and ability to move the CCTV camera?	Operation of the CCTV cameras is limited to the Clerk, Assistant Clerk and Caretaker only.
2.4	How are the images recorded?	Each camera signal is continuously recorded and stored on a hard drive.
2.5	Where are the recorded images stored?	Each camera signal is continuously recorded and stored on a hard drive.
2.6	What measures are in place to control access to the area in which the recorded images are stored?	Access to the locked cabinet is only available to the Clerk, Assistant Clerk and Caretaker. The office in which the locked cabinet is located is locked when vacant. Access to the building is controlled and the building is alarmed.
2.7	How is information used?	<p>Information is used for –</p> <ul style="list-style-type: none"> <li>• the safety and protection of individuals;</li> <li>• the prevention and/or detection of crime and anti-social behaviour;</li> <li>• to provide emergency services assistance;</li> <li>• to reduce the fear of crime;</li> <li>• to assist with health and safety and other serious occurrences, including employment issues.</li> </ul> <p>Evidence is provided to appropriate organisations for investigation and enforcement.</p> <p>Individuals can request copies of CCTV data, which contains their personal information.</p> <p>Protection of data is covered by internal processes, which are in line with the Act and GDPR and TPC's data protection policy.</p>
2.8	How is access gained to the recorded images?	Data management control levels established on CCTV system. Password controls on system. Hard copy requests for images required.
2.9	How long are the images retained?	The data management system automatically deletes information after one calendar month. Data may be retained for one calendar month if requested in response to an incident.
2.10	how is the transfer of data recorded when downloaded or copied for release to a third party?	To a portable device, such as a USB stick.



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2.11	What processes are in place to ensure that data protection responsibilities are understood by persons receiving the data?	Data is only provided to agencies with the relevant accreditations for processing data (eg police, local authority).
2.12	What precautions are in place to ensure that data will continue to be collected, eg in the event of a failure of power to CCTV cameras and DVR?	UPS system in operation.
<b>3.</b>	<b>The Act and GDPR</b>	
3.1	Can less privacy intrusive solutions achieve the same objectives?	Other measures are utilised, including security fencing and lighting. However, these alone do not prevent criminal damage and anti-social behaviour. CCTV has been found to be the best solution, working hand in hand with other preventative measures. Signs are installed detailing the scheme and its purpose, along with a contact telephone number.
3.2	Are images of identifiable individuals required or could the scheme use other technology not capable of identifying individuals?	The CCTV system must be capable of identifying individuals, as footage might be required for both criminal and civil court cases. If it lacked this capability, it would not be fit for purpose.
3.3	Will the CCTV equipment/system of work used deliver the desired benefits now and remain suitable in the future?	The use of CCTV has proved effective in detecting crime. Its use will be reviewed from time-to-time.
3.4	What future demands may arise for wider use of images and how will you address these?	Requests for copies of data could be made by investigatory and enforcement agencies other than the police. TPC will comply with all legal requirements placed upon it in relation to such requests.
<b>4.</b>	<b>Human Rights Act</b>	
4.1	What could we do to minimise intrusion for	TPC only takes and uses images in line with legislation. The CCTV cameras cover only TPC's property and there is



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	those that may be monitored, particularly if specific concerns have been expressed?	signage advising customers and visitors that CCTV cameras are in operation.
4.2	Is it necessary to address a pressing need, such as public safety, crime prevention or national security?	Yes. CCTV cameras are used as a proportionate response for crime, disorder and wider community safety purposes.
<b>5.</b>	<b>Surveillance code of practice</b>	
5.1	Do you regularly review the system against its objectives?	Yes. The use of CCTV is reviewed from time to time.
5.2	Is the system being used for any purposes other than those specified?	No.
5.3	Does signage exist highlighting the use of CCTV cameras?	Yes.
5.4	Does the signage highlight the point of contact?	Yes.
5.5	Are all staff aware of their responsibilities?	Yes.
5.6	Can a member of the public request footage?	Yes. Data subject access requests are covered by TPC's data protection policy. The data protection policy, CCTV policy and this privacy impact assessment are accessible by the public on TPC's website or from the clerk.
<b>6.</b>	<b>Risks</b>	
6.1	Is the data shared with other organisations	Yes, for investigation and enforcement purposes.
6.2	Are CCTV cameras operated in full compliance with the Act and GDPR, Information Commissioner's Office codes of practice, Surveillance	Yes



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	Commissioner's codes of practice and the Human Rights Act?	
6.3	Are procedures in place to manage risks associated with the use of CCTV cameras	Yes. There is a CCTV policy which sets out data security, CCTV procedures and responsibilities.
6.4	Have solutions been identified to address any identified risks?	CCTV cameras are operated in accordance with relevant legislation and codes of practice. Staff operating the system are trained as appropriate.