



WOMBOURNE PARISH COUNCIL

CCTV POLICY

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Civic Centre, Gravel Hill, Wombourne, WV5 9HA. The site is owned and managed by Wombourne Parish Council.

Wombourne Parish Council uses CCTV images to deter and reduce crime and anti-social activity in order to provide a safe and secure environment for members of the public, and to prevent the loss or damage to property.

The CCTV scheme is registered with the Information Commissioners Office, reference ZA449561, and the associated images are governed by the General Data Protection Regulations (GDPR). This policy outlines the Council's use of CCTV and how it complies with GDPR.

Key principles of this policy

This policy outlines why we use CCTV, how we will use CCTV and how we will process data recorded by CCTV cameras to ensure we are compliant with data protection law and best practice.

This policy also explains how to make a subject access request in respect of personal data created by CCTV.

We recognise that information we hold about individuals is subject to data protection legislation. The images of individuals recorded by CCTV cameras are personal data and therefore subject to the legislation. Wombourne Parish Council are committed to complying with our legal obligations and seek to comply with best practice suggestions from the Information Commissioners Office (ICO).

This policy covers all employees and other individuals working on our premises. The policy will be reviewed regularly to ensure that it meets legal requirements, relevant guidelines published by the ICO and industry standards.

A breach of this policy may, in appropriate circumstances, be treated as a disciplinary matter. Following investigation, a breach of this policy may be regarded as misconduct leading to disciplinary action, up to and including dismissal.

Definitions

For the purposes of this policy, the following terms have the following meanings:

CCTV – cameras designed to capture and record images of individuals and property

Data – information which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, the generally means video images. It may also include static pictures such as printed screen shots.

Data subjects – all living individuals about whom we hold personal information as a result of the operation of our CCTV.

Personal data – data relating to a living individual who can be identified from that data (or other data in our possession). This will include video images of identifiable individuals.

Data controller(s) – Wombourne Parish Council are the data controller of all personal data

Data user(s) – those of our employees whose work involves processing personal data. Data users must protect the data they handle in accordance with this policy.

Data processor(s) – any person or organisation that is not a data user (or other employee of Wombourne Parish Council) that processes data on our behalf and in accordance with our instructions (for example, a supplier).

Processing – any activity which involves the use of data. It includes obtaining, recording or holding data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing or destroying it. Processing also includes transferring personal data to third parties.

Description of the CCTV system

The system consists of a number of fixed high definition cameras and a multi-channel control unit complete with built in USB drive. Certain cameras may have number plate recognition capability (NPR).

The system does not have sound recording capability.

Access to the recordings shall be securely password protected to prevent unauthorised access and the CCTV is kept in a securely locked office.

Personnel responsible

Wombourne Parish Council has overall responsibility for ensuring compliance with relevant legislation and the effective operation of this policy. Day to day management responsibility for deciding what information is recorded, how it will be used and to whom it may be disclosed has been delegated to the Clerk to the Council. Day to day responsibility for the CCTV cameras is the responsibility of the Civic Centre Superintendent.

The need for CCTV

To provide a safe and secure environment for the benefit of those who visit and work at the Civic Centre. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The CCTV will be used for the following purposes:

- To reduce the fear of crime by persons using the facilities at Wombourne Civic Centre
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder
- To assist the Police, the Parish Council and other 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 to advise areas are being monitored

This list is not exhaustive, and other purposes may be or become relevant.

Monitoring

CCTV monitors the Parish Council owned land in and around the Civic Centre, Council Chamber and Citizens Advice Office, Gravel Hill, Wombourne, 24 hours a day and this data is continuously recorded on a secure, password protected control unit, and shall be deleted automatically after a suitable period.

Camera locations have been chosen to minimise viewing of spaces not relevant to the legitimate purpose of the monitoring. As far as possible, CCTV cameras will not focus on private homes, gardens or other areas of private property.

Images are monitored by authorised personnel as required (usually the Civic Centre Superintendent or the Clerk to the Council).

Staff using the CCTV will be given appropriate training.

How we will operate the CCTV

Signs will be prominently displayed in surveillance zones to alert individuals that their image may be recorded. Additional signs in the vicinity will contain details of the organisation operating the system.

Live feeds from CCTV cameras will only be monitored where this is reasonably necessary, for example to protect health and safety. We will ensure live feeds and recorded images are only viewed by appropriate members of staff whose role requires them to have access to such data. This may include staff involved with disciplinary or grievance matters. Recorded images will only be viewed in designated, secure offices.

Use of data gathered by CCTV

In order to ensure that the rights of individuals recorded by the CCTV system are protected, we will ensure that data gathered from CCTV cameras is stored in a way that maintains its integrity and security. This may include encrypting the data, where it is possible to do so.

Given the large amount of data generated by CCTV, we may store video footage using a cloud computing system. We will take all reasonable steps to ensure that any cloud service provider maintains the security of our information, in accordance with industry standards.

We may engage data processors to process data on our behalf. We will ensure reasonable contractual safeguards are in place to protect the security and integrity of the data.

Retention and erasure of data gathered by CCTV

Data recorded by the CCTV system will be stored for 30 days or if downloaded, stored on a memory stick and potentially digitally using a cloud computing system. Data from CCTV images will not be retained indefinitely but will be permanently deleted once there is no longer a reason to retain the recorded information. Exactly for how long images will be retained for will vary according to the

purpose for which they are being recorded. For example, where images are being recorded for crime prevention purposes, data will be kept long enough only for incidents to come to light.

At the end of their useful life, all images stored in whatever format will be erased permanently and securely. Any physical matter such as tapes or discs will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

Covert monitoring

Wombourne Parish Council will never engage in covert monitoring or surveillance (that is, where individuals are unaware that the monitoring or surveillance is taking place) unless, in highly exceptional circumstances, there are reasonable grounds to suspect that criminal activity or extremely serious malpractice is taking place and after consideration, we reasonably believe there is no less intrusive way to tackle the issue.

Applications to review CCTV images and disclosure of images to third parties

Individuals may request for CCTV footage to be reviewed when a crime or incident has occurred, and there is reasonable likelihood that the event or evidence has been captured by the CCTV system.

Individuals submitting requests for a review of CCTV recordings will be required to provide information to enable the request to be considered and for the relevant footage to be located. This will include the date, time, location and nature of the incident.

The Clerk to the Council will determine whether the incident warrants examination of the recording and whether there is reasonable likelihood that the event or evidence has been captured by the CCTV system.

Wombourne Parish Council reserves the right to refuse to examine CCTV footage for minor or trivial events, or where dates and times cannot be provided, or if the likelihood of the event being captured by CCTV is low.

Access to recorded images will be restricted to those personnel authorised to view them and will not be made more widely available.

Requests should be made in writing to the Clerk to the Council. There may be a charge, which may be waived in the event that images of the crime or incident are captured by the CCTV system.

We may share data with others where we consider that this is reasonably necessary for any of the legitimate purposes set out above.

No images from our CCTV cameras will be disclosed to any third party without permission being given by Wombourne Parish Council. Data will not normally be released unless satisfactory evidence that is required for legal proceedings or under a court order has been produced.

In other appropriate circumstances, we may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.

Subject access requests

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

All requests should be made in writing to the Clerk to the Council.

Individuals submitting requests for access will be required to provide sufficient information to enable the relevant footage to be identified. For example, the date, time, location and description of the applicant. A recent photograph may also be required to aid identification.

Individuals submitting requests for access will be required to provide proof of identity.

No charge shall be made for legitimate subject access requests. However, Wombourne Parish Council reserves the right to charge an administration fee or refuse to provide access to the recordings where requests are considered to be manifestly unfounded, excessive or repetitive.

On receipt of the required information, Wombourne Parish Council will endeavour to provide access to the footage as soon as reasonably practical, but in any event no more than 30 days.

Wombourne Parish Council may be unable to provide copies of recorded images where this may prejudice the rights of other individuals during a police investigation for example.

Complaints

If anyone has any questions about this policy or any concerns about Wombourne Parish Council's use of CCTV, then they should speak to the Clerk to the Council in the first instance on 01902 896300.