



Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

CCTV Policy

1. Purpose and Scope

The purpose of this policy is to control the management, operation, use and confidentiality of the CCTV system located at:

1. The Public Gardens Storage Shed, Church Street, Moulton.
2. Parish Office, Moulton Community Centre, Reedings, Moulton.

Both systems are owned by Moulton Parish Council.

2. Legal Responsibility & Policy Support

This policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to annual review by the parish council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

[Freedom of Information Act 2000 \(legislation.gov.uk\)](http://legislation.gov.uk)

[General Data Protection Regulation \(GDPR\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/36362/gdpr.pdf)

[Data Protection Act 1998 \(legislation.gov.uk\)](http://legislation.gov.uk)

[Draft updated surveillance camera code of practice \(accessible version\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/36362/gdpr.pdf)

The Parish Council accepts Data Protection Principles outlined in Section 1 of the [Data Protection Act 1998 \(legislation.gov.uk\)](http://legislation.gov.uk) as follows:

- 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.

3. Statement of Purpose

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

The scheme will be used for the following purposes:

- 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 byelaws.
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- To assist all “emergency services” to carry out their lawful duties.

4. Responsibilities of the Owners of the Scheme

Moulton Parish Council retains overall responsibility for the scheme.

5. Management of the System

Day-to-day operational responsibility rests with the Executive Officer who can be consulted out of hours, if and when necessary. Securifire Systems who carry out the annual maintenance check at the Public Gardens and the Community Centre can access the system to carry out maintenance and essential repairs with the permission of the Executive Officer. The CCTV system is located in a locked cupboard in the Storage Shed in the Public Gardens.

Breaches of this policy will be investigated by the Executive Officer and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence must be in an acceptable format for use at court hearings. 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 copy will also be available for reference in the secure recording area(s).

6. Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed:

1. The position of cameras and monitors have been agreed following consultation with the police and security consultants in order to comply with the needs of the public.
2. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with approval of the Executive Officer or the Chairman of the parish council. The police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The police are able to visit the Executive Officer to review and confirm the parish council’s operation of CCTV arrangements. Any visit by the police to view images will be logged.
3. Operators should regularly check the accuracy of the date/time displayed and that all cameras are working. This should be inspected once a week.
4. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 30 days unless the recorded data is required as evidence.
5. 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 Executive Officer would inform the Chairman of the council of any such emergency.
6. 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 signed for by

- the police officer and information logged to identify the recording and showing the officer's name and police station.
7. Any event that requires checking of recorded data should be clearly detailed in the logbook of incidents, including crime numbers (if appropriate) and the Executive Officer notified at the next available opportunity.
 8. Any damage to equipment or malfunction discovered by the Executive Officer or nominated Councillor should be reported immediately to the company responsible for maintenance, 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.
 9. 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 parish council office and will be submitted to the Executive Officer for consideration and reply, normally within 10 days. A fee of £10 may be charged for viewing a recorded image.

7. Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the parish council providing it does not breach security needs. The police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the parish council, in line with the existing complaints policy.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025