

# WICKHAM MARKET PARISH COUNCIL

## CCTV POLICY



### Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Inspirations, High St, Wickham Market. This equipment is owned and managed by Wickham Market Parish Council.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 2018 and incorporates the General Data Protection Regulations 2016. Registration Reference: (Ref No: **ZA236912**).

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system and management thereof meets all legislative requirements.

Wickham Market Parish Council accepts the eight data protection principles as follows:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be processed only for those purposes specified in section 2 and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### Policy 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 fear of crime;
- 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 in areas being monitored;
- to assist all "emergency services" to carry out their lawful duties.

## 1. Owner

- 1.1. Wickham Market Parish Council (WMPC) has in place a CCTV surveillance system, "the system" within the Wickham Market Hill and Car park site. Images are monitored and recorded centrally and will be used in strict accordance with this policy. The system is owned by Wickham Market Parish Council.
- 1.2. Al Besly (DPO) has initial responsibility for the operation of the system and for ensuring compliance with this policy and the procedures documented. They may be contacted as follows:  
Al Besly, Hill House, Shop Lane, Little Glemham, Woodbridge, Suffolk, IP13 0BD  
Tel. 07563 349807  
Email: [clerk@wickhammarket-pc.gov.uk](mailto:clerk@wickhammarket-pc.gov.uk)
- 1.3. In the absence of the DPO this responsibility transfers to:  
Cllr Ivor French, Chairman, Wickham Market Parish Council, Email – [ivor.f@wickhammarket-pc.gov.uk](mailto:ivor.f@wickhammarket-pc.gov.uk)

**Data Protection Act 2018:** CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. This Policy is associated with the WMPC General Data Protection Policy, the provisions of which should be adhered to at all times.

## 2. The system

- 2.1. The system comprises of a: Fixed position cameras; Monitors; Public information signs.
- 2.2. The current camera will be located at strategic points on the hill, principally at Inspirations. No camera(s), should the system be expanded, will be hidden from view and all will be prevented from focussing on the frontages or rear areas of private accommodation. [A list of locations with digital images is given at Appendix 1].
- 2.3. Signs will be prominently placed at strategic points and at entrance and exit points of the hill to inform members of the public that a CCTV installation is in use.
- 2.4. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

## 3. Purpose of the system

- 3.1. 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:
- 3.2. The system has been installed by WMPC with the primary purpose of providing 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. These purposes will be achieved by monitoring the system to:

- reduce the fear of crime;
- reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- 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;
- deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- assist all “emergency services” to carry out their lawful duties.

3.3. The system will not be used:

- To provide recorded images for the world-wide-web.
- To record sound other than in accordance with the policy on covert recording.
- For any automated decision taking

#### **4. Covert recording**

4.1. Covert cameras may be used under the following circumstances on the written authorisation or request of the Community Safety Unit and where it has been assessed re Data Protection Act by the DPO

- That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording; and
- That there is reasonable cause to suspect that unauthorised or illegal activity is taking place or is about to take place.

4.2. Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected unauthorised activity.

4.3. The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

#### **5. The Control Room**

5.1. Images captured by the system will be monitored and recorded in the loft area above inspirations, "the control room", twenty-four hours a day throughout the whole year. The monitor is sited in the control room and is not visible from outside the room.

5.2. No unauthorised access to the Control Room will be permitted at any time. Access will be strictly limited to the DPO, responsible individual councillors, IT/CCTV system engineers (under supervision), police officers and any other person with statutory powers of entry. A list of those individuals authorised to access the Control Room is given at *Appendix 2*.

5.3. Others may be granted access to the Control Room on a case-by-case basis and only then on written authorisation from the DPO. In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to enter the Control Room.

- 5.4. Before allowing access to the Control Room, Inspirations staff will satisfy themselves of the identity of any individual and that they have the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include details of their name, the organisation they represent, the person who granted authorisation and the times of entry to and exit from the control room, this will also include any visitors granted emergency access.

## **6. Control Room Administration and Procedures**

- 6.1. Details of the administrative procedures which apply to the Control Room will be set out in a statement of purpose (SOP), a copy of which is available for inspection by prior arrangement, stating the reasons for the request.
- 6.2. Images of identifiable living individuals are subject to the provisions of the Data Protection Act 2018; the DPO is responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the SOP.

## **7. Remote Access**

- 7.1. All individuals granted remote access will be made aware of the sensitivity of handling CCTV images and recordings. The DPO will ensure that all individuals are fully briefed and trained in respect of the functions, operational and administrative, arising from the use of CCTV.
- 7.2. Training in the requirements of the General Data Protection Act will be given to all those granted remote access by the DPO.
- 7.3. All devices used for remote access will be protected by passwords, bio-metric id login, encryption and remote erasing of sensitive data.

## **8. Recording**

- 8.1. Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time.
- 8.2. Images will normally be retained for 30 days from the date of recording, and then automatically over written and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.
- 8.3. All hard drives and recorders shall remain the property of WMPC until disposal and destruction.

## **9. Access to images**

- 9.1. All access to images will be recorded in the Access Log.
- 9.2. Access to images will be restricted to those individuals needing to have access in accordance with the purposes of the system.

A list of individuals is given at *Appendix 2*.

- 9.3. Access to images by third parties.

9.4. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- Relevant legal representatives
- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.

9.5. Access to images by a subject

9.6. CCTV digital images, if they show a recognisable person, are personal data and are covered by the General Data Protection Act. Anyone who believes that they have been filmed by C.C.T.V. 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.

9.7. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the DPO. Subject Access Request Forms are obtainable from the parish Clerk:

Al Besly  
Hill House, Shop Lane  
Little Glemham  
Woodbridge  
Suffolk  
IP13 0BD  
Tel. 07563 349807  
[Email: clerk@wickhammarket-pc.gov.uk](mailto:clerk@wickhammarket-pc.gov.uk)

9.8. The DPO will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask another individual to show them the data, or ask anyone else for a copy of the data. All communications must go through the DPO. A response will be provided promptly and in any event within thirty days of receiving the required fee and request.

9.9. The General Data Protection Act gives the DPO 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.

9.10. All such requests will be referred to the DPO.

9.11. 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.

## **10. Request to prevent processing**

10.1. An individual has the right to request a prevention of processing where this is likely to cause substantial and unwarranted damage or distress to that or another individual.

- 10.2. All such requests should be addressed in the first instance to the DPO, who will provide a written response within 21 days of receiving the request setting out their decision on the request. A copy of the request and response will be retained.

## **11. Complaints**

- 11.1. It is recognised that WMPC, residents & visitors of Wickham Market and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Parish Clerk:

Al Besly, Hill House, Shop Lane, Little Glemham, Woodbridge, Suffolk, IP13 0BD  
Tel. 07563 349807  
Email: [clerk@wickhammarket-pc.gov.uk](mailto:clerk@wickhammarket-pc.gov.uk)

Concerns or enquiries relating to the provisions of the Data Protection Act 2018 may be addressed to the DPO:

Al Besly, Hill House, Shop Lane, Little Glemham, Woodbridge, Suffolk, IP13 0BD  
Tel. 07563 349807  
Email: [clerk@wickhammarket-pc.gov.uk](mailto:clerk@wickhammarket-pc.gov.uk)

These rights do not alter the existing rights of residents & visitors under any relevant grievance or complaint procedures.

## **12. Compliance monitoring**

- 12.1. The contact point for members of the public or others wishing to enquire about the system will be the DPO by pre-arranged appointment.

- 12.2. Upon request enquirers will be provided with:

- A summary of this statement of policy
- A subject access request form if required or requested
- A copy of the WMPC complaints procedures

- 12.3. All documented procedures will be kept under review and a report periodically made to the WMPC.

- 12.4. The effectiveness of the system in meeting its purposes will be kept under review and reports submitted as required to the WMPC.