

SOUTHWATER PARISH COUNCIL

CCTV POLICY



Produced: August, 2017
Revised: November 2018
Reviewed: November 2020

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Introduction

Southwater Parish Council, in conjunction with Horsham District Council, and working in partnership with Sussex Police and Police Authority, operates a closed circuit television (CCTV) system in Lintot Square and its environs to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The scheme will assist in the prevention, investigation and detection of crime, the apprehension and prosecution of offenders, the maintenance of public order, and the reduction of vandalism.

General Principles

Southwater Parish Council, Horsham District Council and Sussex Police, hereafter referred to as the Scheme Partners, support the individual's right to privacy, and the community at large should be satisfied that there is responsible and accountable supervision of CCTV schemes in public places.

The Parish Council Data Protection Officer has responsibility for all the operational aspects of the scheme that relate to internal cameras in Beeson House, and Horsham District Council Community Safety Officer has responsibility for all the operational aspects of the scheme that relate to the external cameras in Lintot Square. The Clerk to the Council is responsible for the day to day management of the CCTV Cameras at Southwater Leisure Centre, this system is not supervised by Sussex Police. The Sussex Police Data Protection Officer has responsibility for all aspects of the scheme that relate to the collection, processing and recording of personal video image data, as defined in section 1 (1) of the Data Protection Act 1998.

Statement of Purpose

The scheme will be used for the following purposes :-

- To reduce the fear of crime by persons using Council facilities so that they can enter and leave buildings and facilities without fear of intimidation by individuals and groups.
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder.
- To assist the Police, the Parish and District Councils and other Law Enforcement agencies with identification, detection apprehension and prosecution of defenders by examining and using retrievable evidence.

Camera Positioning

Maximum deterrent value will be achieved by having cameras clearly visible with signs at strategic locations within the area, advising of the presence of the cameras. There will also be signage in place on the main access routes into the area.

Cameras will be prominently situated in fixed positions, within public view. No camera will be hidden or obscured.

Monitoring

It is the responsibility of the Parish Council Data Protection Officer to regularly check the accuracy of the time and date displayed.

Sussex Police will respond, where possible, to information provided which requires Police action. The response will be at all times the responsibility of the local Police Commander, and should comply with the published Sussex Police Policing Plan.

The Scheme Partners cannot guarantee that all offences will be detected even when a CCTV picture of suspect(s) is available. Equally, the Scheme Partners cannot guarantee that where an offence has occurred that CCTV pictures of that offence will be available. Consequently, the Scheme Partners are unable to accept liability for any loss, damage or injury that occurs within the areas that are monitored.

The CCTV system will not be used to obtain recorded evidence for minor offences unless accompanied by a more serious offence, or unless it is of a nature which causes public danger or nuisance. This does not preclude the use of the system in connection with the Parish and District Councils' core business and statutory duties.

The use of the CCTV system to obtain recorded evidence in relation to other non-serious offences will be guided by the Local Policing Plan, Police Priorities, guidance from the Crown Prosecution Service and other public interest considerations.

Except where used for training or demonstration there shall be no public viewing of the monitors. Except for wide angle or long distance shots, views into residential premises, office accommodation, and other "private" areas will be excluded from the field of vision, unless a serious crime is being committed or there is reason to believe that a serious crime is being committed.

Individuals who have concerns over any potential intrusion of their privacy may request a review of camera operations by writing to the Parish Council in the first instance.

Recorded Material

Recorded digital material will be retained for 30 days, then the material will be deleted.

All captions inserted onto camera images, such as camera location, time and date will be kept accurate.

There will be no public access to recorded material, unless granted in exceptional circumstances by the Sussex Police Data Protection Officer. Any such authorized access will be strictly controlled and supervised at all times, according to the Data Protection principles.

An individual member of the public may apply to view a recording made of their own image by writing to the Sussex Police Data Protection Officer. Information will be provided outlining the information that the individual will need to provide to enable images to be located and identified, and an Access Request Form (Appendix One) should be completed. A fee will be charged to cover costs for searching and copying discs, which must be paid prior to viewing. Viewing of the copied recordings will take place in a separate and restricted room to ensure confidentiality. Only the individual requesting access and a designated member of staff will be present. If the applicant is under the age of 18, then a parent or guardian may also be present.

In criminal cases, access to recorded material must adhere fully to the Police and Criminal Evidence Act 1984 and associated Codes of Practice.

Recorded material will on occasions be used for training or demonstration purposes, subject to the limitation set out under "Monitoring" above.

Where the recorded material relates to a criminal offence, and publication via the media including television is desirable to identify witnesses or suspects, this will require the authority of the Assistant Police Commissioner as per the Association of Chief Police Officers Media Policy.

It is essential that digital recordings do not pass into public circulation.

There will be no release of CCTV material or prints to the media, where in the opinion of Sussex Police, considerations of commercial gain or entertainment appear to outweigh those of public service.

The Copyright of all recorded digital material originated from this Scheme, remains the property of Sussex Police.

Those requiring official access to the recorded material, such as the Police, should complete an Access Request Form (Appendix Two).

Only the Data Processing Officer or the Clerk is authorized to sign off access requests on behalf of the Parish Council.

A record of All access requests shall be kept by the Parish Council.

Evaluation

Sussex Police will keep a record of all arrests and notable incidents that have been assisted by use of the CCTV cameras within the Scheme, together with a list of the number and type of complaints attributed to it.

Any complaints regarding the operation of the cameras within the Scheme should be forwarded in writing to Sussex Police.

APPENDIX ONE

Member of the Public Access Request Form – CCTV Images

Reference	
Date of Request	
Name of applicant	
Address of applicant	
D.O.B. (if under 18)	
Time of Recording	
Reason for Request	
Description of applicant for identification purposes (A photo may be necessary)	
Crime Number (if applicable)	
Signature of applicant (or parent or guardian if under 18)	
Authorized by	
Fee paid	

APPENDIX TWO

Official Access Request Form – CCTV Images

Reference	
Date of Request	
Name and position of applicant	
Time of Recording	
Reason for Request	
Crime Number (if applicable)	
Signature of applicant	
Authorized by	
Copy Requested?	

Please complete below if necessary. The disc should be clearly marked with the Reference Number.

I hereby confirm that I have copied onto disc and removed from the premises CCTV image data relating to the above time period.

Signed:

Date: