

NEWPORT PARISH COUNCIL

CCTV Policy

This Policy is to control the management, operation, use and confidentiality of the CCTV system at:

1. Newport Recreation Ground
2. The Common and Newport Village Hall
3. The Diana Sell Playground, Gaces Meadow, Newport. (Gaces Meadow is owned by the Gaces Charity and leased to the Parish Council).

It 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 periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Council accepts the principles of the 1998 Act based on the Data Protection Principles and as amended by GDPR May 2018, 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
- not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

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 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 by 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 assist all emergency services to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this Policy of Operation of the CCTV scheme will take place only after discussion and resolution at a Council meeting.

Responsibilities of the Owners of the Scheme

The elected Council retains overall responsibility for the scheme.

Management of the System

Day-to-day operational responsibility rests with the Council.

Breaches of this Policy by operators will be investigated by the Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or 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.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators.

Trained operators must act with due probity and not abuse the equipment.

The position of cameras have been agreed following consultation with the Police and security consultants in order to comply with the needs of the public.

No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk or the Chairman of the Council. The Police are permitted access if they have reason to believe that such access is necessary to investigate, detect or prevent crime.

The Police are able to visit the Council offices to review and confirm the Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.

Operators should regularly check the accuracy of the date/time displayed.

Records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images are automatically erased after a period of 31 days.

Images will not normally be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest.. The Clerk would inform the Chairman of the Council of any such emergency.

As records may be required as evidence in Court, each person handling recorded images may be required to make a statement to a Police Officer and sign an exhibit label. Any images that are handed to a Police Officer should be signed for by the Police Officer and information logged to identify the recording, and showing the Police Officer's name and Police Station.

Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime numbers, if appropriate, and the Council office notified at the next

available opportunity.

Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Councillor 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.

Any request by an individual member of the public for access to their own recorded image must be made to the Council.

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 Council, providing it does not breach security needs.

The Police will be informed of the installation..

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Council, in line with the existing Complaints Policy

Reviewed 5th June 2023

Next review May 2024