

# Mendlesham Parish Council

CCTV Policy for system covering Mendlesham Memorial Playingfields including MUGA, WSA and childrens play equipment.

Agreed by Mendlesham Parish Council: 4 November 2020 ,reviewed 8 March 2023.

Review due: March 2024

## Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Mendlesham Memorial Playingfields covering the Multi Use Games Area, Wheelsports Area, Childrens play equipment, car park areas and general playingfield areas. The system is owned by Mendlesham Parish Council.

The policy was prepared after taking due account of the General Data Protection Regulations and Data Protection Act 2018. This policy will be subject to review at least every year by the parish council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

## Statement of Purpose

- To provide a safe and secure environment for the community, members of the public who may use or visit the area for recreation or sporting purposes and for the security and safety of property. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law or in the interest of safeguarding children and vulnerable persons. The scheme will be used for the following purposes:
- To reduce vandalism and anti-social behavior at the properties and surrounding areas and to deter and detect crime and disorder.
- To deter potential offenders by publicly displaying the existence of CCTV and having cameras that are clearly sited (not hidden)
- To reduce the fear of crime for members of the school community and members of the parish.
- 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 related to crime, public order or contravention of by-laws.

## Changes to the purpose or policy

The CCTV policy may be discussed at meetings of Mendlesham Parish Council.

## Responsibilities of the owners of the scheme

Mendlesham Parish Council retains overall responsibility for the scheme. Delegated authority to hold passwords and access the system is provided to:

- The Chairperson for Mendlesham Parish Council
- The Parish Clerk for Mendlesham Parish Council
- Mr Alistair Woodley

## CCTV Code of Practice

### Management of the system

- Day to day operational responsibility rests with the Parish Clerk.
- Breaches of this policy will be investigated by the Chairperson 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 tape or digital evidence must be in an acceptable format for use in court hearings – advice regarding this should be sought from the police if the need arises. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will be issued as required.

### Control and operation of the system

- Only authorised personnel have the password enabling playback and transfer of information/images. These persons should act with integrity and not abuse the equipment or compromise the privacy of individuals.
- No public access will be allowed to the monitor except for lawful, proper and sufficient reason. The police are permitted access to recordings and prints if they have reason to believe that access is necessary to investigate, detect or prevent crime. The police are permitted to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit by the police will be recorded in the Parish Council's records.
- The Parish Clerk will regularly check the date and time display to ensure it is accurate.
- Digital images will be stored securely to comply with data protection legislation and will only be handled by the essential and minimum number of people. Images will be erased after 4 weeks. Images will not be released to the media except on the advice of the police if deemed in the public interest.
- As records may need to be used in court, each person handling the digital record may be required to make a statement to a police officer and sign an exhibit label. Any images handed to a police officer will need to be signed for by the officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the council by the police and the outcome of its use.
- Any events which require digital recording for the police should be logged with date, police officer's name and crime number where appropriate.

- Any damage to equipment discovered should be reported to the Parish Clerk or any Parish Councillor at the first opportunity. Completion of repair should be reported in the same way.
- Any subject access request by an individual should be made in writing to the parish council and is likely to be subject to a fee. The request will be submitted for approval at the next Parish Council meeting.

#### Accountability

Copies of the CCTV policy are available in accordance with the Freedom of Information Act.

The police have been informed of the installation of this system.

Any written concerns or complaint regarding the use of the system will be considered Mendlesham Parish Council in line with existing complaints policy.

**AT ALL TIMES THE SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS WILL BE THE PRIMARY FACTOR CONSIDERED IN ANY DECISION MAKING REGARDING DIGITAL IMAGES OBTAINED FROM THE SYSTEM AND MAY NEGATE OTHER PRIORITIES REGARDING THE USE OF IMAGES.**