

**CALVERTON PARISH COUNCIL**  
**USE OF CCTV**  
**Management Protocol and Operational Policy**  
As adopted by Council on 14 March 2017

**This protocol is to control the management, operation, use and confidentiality of data captured by the CCTV system in use at Calverton Village Hall, Park Road, Calverton in so far as that data constitutes Personal Data under the Data Protection Act 1998.**

**This protocol will be subject to periodic review by the Parish Council to ensure it remains in the best interest of the public and complies with relevant legislative requirements.**

**The Parish Council accepts the principles of the Data Protection Act 1998 as follows:**

All Personal Data must be:

- Processed fairly and lawfully;
- Held for one or more specified and lawful purpose(s) and not processed in any manner incompatible with that/those purpose(s);
- Adequate, relevant and not excessive;
- Accurate;
- Not kept for longer than necessary;
- Processed in accordance with the individual rights of relevant data subjects;
- Kept secure and appropriate steps taken to prevent unauthorised and/or unlawful processing and accidental loss, destruction and/or damage of or to personal data;
- Not transferred to countries without adequate protection; and
- Subject to relevant good practice guidance.

**Statement of Purpose**

The CCTV system is used to support the provision of a safe and secure environment for those who own or might hire, visit or work at the village hall and its immediate environment. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

Specifically, the CCTV system will be for the following purposes;

- To reduce the fear of crime by person's owning and using the facilities;
- To reduce vandalism to the property and to prevent, deter and detect crime and disorder (including anti-social behaviour) associated with the property and/or its use;
- To assist the Police and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders; and
- To deter potential offenders by displaying the existence of CCTV, having cameras clearly on display and appropriate signs displayed.

## **Changes to Parish Council Protocol on use of the CCTV system**

Any major change that would have a significant impact on either the purpose or the policy of operation of CCTV use would only take place after discussion at Council meetings and decision at a full Council meeting. All agendas are displayed 3 clear working days before the Council meetings.

## **Responsibility for the use of the CCTV system**

The elected Parish Council retains overall responsibility for the use of CCTV around and within the village hall.

## **Management of the CCTV system**

Day to day operational responsibility rests with the Clerk to the Council who can be consulted by staff out of hours, if and when necessary. Breaches of the protocol will be investigated by the Clerk to the Council and reported to the Parish Councillors.

## **Control and operation of cameras, monitors and systems**

- Initial set up of the system and subsequent adjustments to the set up will be undertaken by the Council's independent contractor in consultation with the Clerk to the Council. The position of the cameras and monitors have been placed after consultation with the Council's independent contractor in order to comply with the agreed purpose(s) of the system and the needs of the public in general. Administrator authority (Password) required to implement such adjustments will be retained by the Council's independent contractor.
- The Clerk to the Council and Village Hall Caretaker/Cleaners are trained operators with limited access only to view data. Trained operators must act with due probity and not abuse the equipment or data. Access to data within the CCTV system will only be undertaken on the instruction of the Clerk to the Council where he/she is satisfied that such access is warranted having regard to the Statement of Purpose above or on the lawful instruction of the Police or other relevant Law Enforcement agency.
- No public access will be allowed to view data except for lawful, proper and sufficient reason with prior approval of the Clerk to the Council or the Chairman of the Parish Council. The Police are permitted access to view and take copies of data if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the village hall to review and confirm the Parish 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 date and time displayed.
- Records are stored securely in compliance with data protection principles and only processed by the minimum number of persons. Recordings will be retained for a maximum 31 days after which time they will be erased and overwritten.
- As records may be required as evidence in court proceedings, each person processing records may be required to make a statement to the police and sign an exhibit label. Any records handed to the Police should be signed for by the Police Officer and information logged to identify the recording, showing the Officer's name, number and police station.

- Any event that requires the checking of recorded images should be detailed in the log book, including crime numbers if appropriate and the Parish Council informed at the next available opportunity.
- Any damage or malfunction discovered by the operator should be reported immediately to the Parish Council or the company responsible for maintenance, the call should be logged showing the outcome. Any such repair made should also be logged.
- Any request by an individual member of the public for access to their own recorded image must be made via a Subject Access Request.

### **Accountability**

Copies of the CCTV protocol 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. Such records will be made available on the Council's Website.

Any written concerns, complaints or compliments regarding the use of this system will be considered by the Parish Council in line with existing procedures.

### **Description of CCTV System**

The CCTV System is configured as follows:

A general observation IP HD CCTV system installed to cover the external elevations of the village hall building and the main entrance lobby area.

The system comprises of a Chubb 8 channel Network Video Recorder (NVR) unit with 4TB storage and seven 1.3 MegaPixel vandal resistant dome cameras with 15m IR LED Range, and a 2.8-12mm auto iris lens. The cameras are housed in a Die-cast aluminium shell with polycarbonate bubble.

The system is installed by a NSI Gold certified contractor.