



Shenley Church End Parish Council

Shenley Church End Parish Council	CCTV Policy SCEPC-03CCTV Version 01
Author:	Jane Munn
Recommended By:	Jane Munn
Approved By:	Full Council

CCTV Policy

Version	Date Adopted	Minute Ref	Review Date	Changes Required
1.0	9/03/2020	20037	March 2022	New Policy

1. Introduction:

Shenley Church End Parish Council is registered with the ICO; Registration number Z1396254. Closed circuit television (CCTV) is installed at some Council owned premises for the security of visitors, staff, assets and the premises. The cameras can record images. No sound is recorded and there is no facility for Automatic Number Plate Recognition. While every effort is made to ensure maximum effectiveness of the cameras no guarantee is given that every incident taking place within the area covered will be detected.

- 1.1 The CCTV system will be used for the following purposes:
 - To help prevent, deter and detect vandalism and crime and disorder
 - To discourage anti-social behaviour
 - To identify individuals breaching terms and conditions of hire at parish premises
 - To assist the police, Parish Council and Milton Keynes Council and other relevant law enforcement agencies with detection and identification of offenders

2. Data Protection Statement

- 2.1 Shenley Church End Parish Council is the Data Controller
- 2.2 CCTV is installed for the security of visitors, staff, assets and the premises
- 2.3 Access to stored images will be controlled on a restricted basis within the Parish Council and limited to authorised council personnel
- 2.4 Use of images, including the provision of images to a third party, will be in accordance with any requirements that may be occasioned by the Council's Data Protection registration.
- 2.5 CCTV may be used to monitor the movements and activities of staff and visitors outside the premises
- 2.6 External signage is provided advising that CCTV is in operation

3. Retention of Images

Images from cameras are recorded on a secure hard drive and recordings are accessible for up to thirty days. Recordings which are not required for the stated purposes will not be retained for longer than is necessary.

The cameras do not have an automatic power backup facility in the event of a main supply power failure.

4. Access to Images

It is important that access to and disclosure of images recorded by CCTV are restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to

ensure that the chain of evidence remains intact should the images be required for evidential purposes.

- 4.1 Images will only be viewed if an incident is reported which falls into the categories listed in 1.1
- 4.2 Access to recorded images is restricted to nominated Parish Council staff who are authorised to share the images with police officers and relevant authorities
- 4.3 Images will not be supplied to the media, except on the advice of the police if deemed to be in the public interest and only with approval of the Chair of the Parish Council
- 4.4 CCTV images will not be supplied to any third party other than those specified in 4.2 and 4.3

5. Access to Images by Data Subjects

CCTV images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. Anyone who believes they have been filmed by CCTV 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.

- 5.1 To request a copy of the image the subject must apply in writing, specifying the date, location and time the image was taken
- 5.2 The subject must supply a full description, including clothing worn for the correct image to be traced
- 5.3 The Clerk will reply within 1 calendar month of the request
- 5.4 The Data Protection Act gives the Data Protection Officer the right to refuse a request for a copy of the data particularly where provision could prejudice an ongoing criminal investigation. If it is decided that the request is to be refused, the reasons will be fully documented and the subject informed in writing

Any enquiries should be addressed to:

Parish Clerk
Shenley Church End Parish Council
19a Shenley Road
Shenley Church End
MK5 6AB

Telephone: 01908 502808
Email: clerk@shenleychurchend-pc.co.uk