



## FOREST ROW PARISH COUNCIL CCTV POLICY

### Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.

This policy will be subject to annual review by the Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements.

The use of Closed Circuit TV (CCTV) adheres to the principles of the

- Data Protection Act 1998, as updated by the General Data Protection Regulations (GDPR)
- Human Rights Act 1998,
- Regulation of Investigatory Powers Acts 2000, the CCTV Code of Practice, Charter for a democratic use of video-surveillance and other relevant legislation, ensuring that any CCTV system is not abused.

The CCTV is correctly and efficiently installed and operated.

### **The Parish Council accepts the principles of the 1998 Act (as updated by the GDPR) based on data protection principles 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 countries with inadequate protection;
- subject to guidance on good practice;
- Examples of how to implement the standards and good practice.
- Data will not be used for personal gain or interest

### 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 by persons using Council facilities so they can enter and leave without fear of intimidation by individuals or groups;
- 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 bye-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.

Location:

The buildings of the Community Centre, Hartfield Road, Forest Row, East Sussex RH18 5DZ and its associated car park.

### Checklist for users of limited CCTV systems monitoring small retail and business premises

This CCTV system and the images produced by it are controlled by Forest Row Parish Council which is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement).

Forest Row Parish Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

|  | Checked (Date) | By  | Date of next review |
|--|----------------|-----|---------------------|
| Notification has been submitted to the Information Commissioner and the next renewal date recorded.  | Yes            | DOD | May 2021            |
| There is a named individual who is responsible for the operation of the system.  | Parish Clerk   | do  | do                  |
| A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required. | Yes            | do  | do                  |
| Cameras have been sited so that they provide clear images.   | Yes            | do  | do                  |
| Cameras have been positioned to avoid capturing the images of persons not visiting the premises.   | Yes            | do  | do                  |
| There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).                                   | Yes            | do  | do                  |

|   |     |    |    |
|---|-----|----|----|
| Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.  | Yes | do | do |
| The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.   | Yes | do | do |
| Except for law enforcement bodies, images will not be provided to third parties.  | Yes | do | do |
| The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made. | Yes | do | do |
| Regular checks are carried out to ensure that the system is working properly and produces high quality images.  | Yes |    |    |

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| Policy due for review:<br>May 2021 |
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