

SKELLINGTHORPE PARISH COUNCIL



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CCTV POLICY

The CCTV system covers the car park, play areas, Pavilion and the Monson field, and is controlled by Skellingthorpe Parish Council. The CCTV system is operated by the Council's Proper Officer or the authorised deputy (authorised operatives list is shown at the bottom of this document)

1. CCTV images are monitored for the purposes of public safety, crime prevention and the detection and prosecution of offenders.
2. The images are retained for a 28-day period. This is a reasonable period for any incident that may have occurred within the range of the cameras to be brought to the attention of those responsible for the system.
3. CCTV notices are displayed on all areas covered and contain contact details for the controller.
4. The Council's Proper Officer to the Parish Council, or authorised deputy, keeps a maintenance log for the system. A record is kept of the date and time, item number and description, fault/servicing description and confirmation of the date and time the engineer was called, and the date and time the fault was rectified.
5. The log may be used as a check that the cameras/recording equipment are properly maintained and serviced to ensure clear images are recorded.
6. The Proper Officer to the Parish Council, or the Proper officer's authorised deputy should check the monitor on opening the office, to ensure all cameras are operational. In the event that they are not, a representative of the Parish Council should be informed, as soon as possible and the camera taken offline.
7. Access and disclosure to third parties: - All requests must be in writing and should be recorded and the reasons for allowing or refusing the request should be documented.
8. Any viewing of a recording should be authorised by the data controller.
9. Where viewing of a recording is granted, a **Viewing Agreed** form should be completed. A record of the time and date of viewing, name and signature of the person authorising the viewing, name and address of the person viewing the recording (for a police officer the officers number should be recorded) and the reason for viewing along with the date and time of the recording to be viewed, and the outcome (if any) of the viewing with the finished time are required. Downloading should be undertaken with only those designated persons having access to the equipment.
10. Where police are given direct access to a live viewing, they must complete an authorisation form signed by an officer of at least the rank of sergeant. This form must contain the name, rank and number of the police officer and the reason for the request.
11. Images can be supplied to the Police and statutory Agencies provided that those agencies request such information in accordance with those rules set out above.
12. Members of the public, or representatives of organisations using any premises located on the Parish Council's property, are not permitted to view live recordings.

Signed

Chair to Parish Council

Date Adopted

13/01/23

SKELLINGTHORPE PARISH COUNCIL



The following may be authorised to remove a disc/memory stick: - Law Enforcement agencies where images would assist with a specific criminal enquiry, prosecution agencies, relevant legal representatives etc.

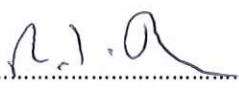
13. Where copying and removal of a disc/memory stick is granted, a **Disc copying, and removal form** should be completed. A record is kept of the date/time of the disc copying and removal from the office, name and signature of the person who has authorised the copy and the removal, name and address or PC number and Station of person removing the disc, the reason for removal, along with the crime number where applicable. The disc/Memory stick should be numbered, and the number recorded along with the printed name and signature of the person receiving the disc. The Parish Council controller will retain a duplicate copy for the term of the investigation. The duplicate copy will be held in accordance with the data storage policy. The recordings must be destroyed when the purpose of the recording has been completed.
14. Where access (for viewing or removal purposes) is denied, the **Viewing/disc copying and removal denied form** should be completed. A record is kept of the time and date of the request for viewing/copying and removal, along with the details dealing with the enquiry and the name and address of the person asking to view/receive a copy of the recording, along with the reason for denying the request.
15. Any requests or questions regarding the CCTV system should be directed to the Clerk to the Parish Council, or the Clerk's authorised deputy in the event the Clerk is unavailable.
16. Contact information
Email: parish.clerk@skellingthorpe.org.uk
Telephone: 01522 683061

Authorised Operatives of the Parish Council CCTV system

1. Lynda Skinner Clerk to Skellingthorpe Parish Council
2. Paul Gleadell Groundsman to Skellingthorpe Parish Council.

Signed (Chair to Skellingthorpe Parish Council)

Date adopted

Signed 
Chair to Parish Council
Date Adopted 13/01/23