

Protocol for Use of Skellingthorpe Parish Council CCTV System.

Introduction.

The CCTV system in operation for Monson Park and the Parish Council Car park is owned and operated by Skellingthorpe Parish Council controlled from the Parish Office, Lincoln Road, Skellingthorpe. Contact details can be found on our privacy policy on our website. The CCTV system covers public spaces owned by the Parish Council.

Skellingthorpe Parish Council has a responsibility to ensure that the system always complies with legislation to ensure its legality. We will ensure the system is only used for its stated purpose for prevention and detection of crime or disorder and for protection of the public.

Under the prevention of freedoms act 2012 the government gives guidelines on the appropriate and effective use of a CCTV system. This can be found in government publications under amended surveillance camera code of practice.

Further guidance has also been published by the Information Commissioners Office which can be found on their website in the section on guide to data protection.

The Parish Council will ensure the guidance is followed.

The operation of the system is covered by the Data Protection Act 2018 and UK General Data Protection Regulations.

The system consists of Pan, tilt and zoom cameras, static cameras with one camera having thermal imaging capability.

A DPIA (Data Protection Impact Statement) will be in place for the operation of the cameras and will be reviewed annually.

Only authorised operatives will be able to use the system to view live or recorded data and to download hard copies of either recorded images and pre-recorded data.

The authorised operatives will be trained in the use of the system and must ensure they are conversant with their role under the requirements of the Human Rights Act 1998, Data Protection Legislation and the Regulation of Investigatory Powers Act 2000.

The presence of the cameras will be identified by appropriate signage.

The system is licenced by the Information Commissioners Office.

All personal data will be processed transparently and with due regard for legal requirements. Data processing, storage and security of data will be done under the requirements of Data Protection Legislation.

The data controller for the system is Skellingthorpe Parish Council and all matters relating to day to day use will be devolved to the Proper Officer as employed by the Parish Council.

The controller has responsibility for ensuring that the system is used in compliance with relevant legislation (accountability) and is only used for its stated purpose.

The system must only be used when an incident has happened and specific information is required.

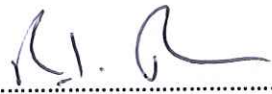
The system does not have ANPR or facial recognition technology.

SIGNED  Chair Parish Council Date adopted 24/01/23

Operation of the CCTV System

1. A maintenance log must be kept which records each check on the operation of the cameras to ensure they have a clear image, any operational faults, date and time the engineer is called and the date and time the fault is rectified and the dates of service of the system.
2. The proper officer should check the monitor on opening the office to ensure all cameras have a clear image informing the Parish Council Chair as soon as possible.
3. Any camera without a clear image must be taken offline immediately and the engineer called.
4. Access to images must only be by authorised operatives, any request to view a recording or live image must be in writing and the reasons for either granting or refusing the request recorded in a log. Any viewing of an image or recording must be authorised by the proper officer of the Parish Council.
5. Where a viewing of a recording is granted, a viewing agreed form must be completed and any download must only be done by an authorised operator.
6. Police given access to a live viewing must do a request in writing with authorisation of a senior officer with the minimum rank of sergeant and a viewing agreed form completed.
7. Other than Statutory bodies (with legal authority) and the police no member of the public or other organisation should be permitted to view a live image.
8. Logs for operation of the system and any viewings recorded must be brought to each full Parish Council meeting to be checked by a designated representative of the council.
9. Any data that could identify any individual such as a visible face or number plate not relevant to the recording to be downloaded must be removed or obscured before the copy of the recording is supplied.
10. Camera operatives must be DBS checked.

SIGNED



Chair Parish Council Date adopted

24/01/23

Viewing Agreed Form

Time and date of viewing.

Name of person authorising the viewing

Signature

Name (of person viewing)

Address of viewer

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Police Officers Number if appropriate

Date and Time of recording to be Viewed

Reason for viewing

Outcome (if any)

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Time and date of using recording Finished

Date any recordings destroyed/wiped where a recording is downloaded

Signed  Chair Parish Council Date adopted 24/01/23