

# Rowlands Castle Parish Council

11 The Green, Rowlands Castle PO9 6BW

Email: [clerk@rowlandscastlepc.org.uk](mailto:clerk@rowlandscastlepc.org.uk) Tel: 02392 413044 Website: [www.rowlandscastlepc.org.uk](http://www.rowlandscastlepc.org.uk)

## Surveillance Camera System Policy

Adopted after Council Mtg on 3 October 2022, amended on 2 October 2023 and again on 10 April 2024

### 1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system, installed at Rowlands Castle Recreation Ground (RG). This Policy was prepared after taking due account of the following legislation and guidance:

- UK General Data Protection Regulations (UK GDPR) and Data Protection Act (DPA) 2018
- Home Office: Surveillance Camera Code of Practice 2021
- The Office of the Surveillance Camera Commissioner: Surveillance Camera Code of Practice – A guide for Councillors 2016
- The Office of the Surveillance Camera Commissioner: Self-assessment Tool for Organisations
- Freedom of Information Act 2000

This policy should be read in conjunction with Rowlands Castle Parish Council's Information and Data Protection Policy. It will be subject to periodic reviews to ensure that it continues to reflect the public interest and that it, and the system, meet all legislative requirements. The Parish Council is registered with the Information Commissioner's Office (ICO) due to processing personal information.

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public. It has therefore adopted this policy not only to meet its legal obligations but to ensure high standards of confidentiality.

### 2. Scope

The purpose of CCTV is to protect the safety and the property of the Parish Council and to deter crime. Safety and security purposes include but are not necessarily limited to:

- Protection of all Parish Council property and equipment.
- Patrol of Parish Council borough within its geographically defined area.
- Investigation of criminal activity.

### 3. Definitions

CCTV: means cameras designed to capture and record images of individuals and property.

Data: is information which is stored electronically, or in certain paper-based filing systems. In respect of CCTV, this generally means video images, but it may also include static pictures such as printed screenshots.

Personal data: means data relating to a living individual who can be identified from that data (or other data in the Council's possession). This will include video images of identifiable individuals.

Processing: is any activity which involves the use of data. It includes obtaining, recording or holding data, or carrying out any operation on the data including organising, amending, retrieving, using, disclosing or destroying it. Processing also includes transferring personal data to third parties.

#### **4. Process and Procedure**

All CCTV systems are owned and operated by the Parish Council and their employed staff - day to day operation of the CCTV system following the 'The surveillance Camera Code of Practice (2021)' will be overseen by the Facilities Officer of the Parish Council.

The Facilities Officer will be responsible for overseeing maintenance, system upgrades and risk assessments of camera placements against ICO guide lines.

#### **5. Guiding Principles**

In assessing, installing and reviewing the CCTV system, the Council has adopted the following 12 principles from the guidance issued by the Home Office: Surveillance Camera Code of Practice (2021) <sup>1</sup>

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system. Such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

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<sup>1</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1035067/Surveillance\\_Camera\\_CoP\\_Accessible\\_PDF.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1035067/Surveillance_Camera_CoP_Accessible_PDF.pdf)

8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system that compares against a reference database for matching purposes should be accurate and kept up to date.

## **6. CCTV purpose**

A surveillance camera system is in use in the RG in Rowlands Castle. The Parish Council believe that such use is necessary for legitimate purposes, including:

- (a) to act as a deterrent against crime;
- (b) to protect buildings and assets from damage, disruption, vandalism and other crime;
- (c) to support law enforcement bodies in the prevention, detection and prosecution of crime;
- (d) to assist in the defence of any civil litigation

This list is not exhaustive and other purposes may be or become relevant. In order to assess the impact on the privacy of users, the Council carried out a Data Protection Impact Assessment (DPIA). No surveillance cameras will be placed in areas where there is an expectation of privacy (for example, in changing rooms/toilets).

## **7. Surveillance camera system operation**

CCTV cameras have been positioned to monitor the exterior of the pavilion, the entrance to the RG, the playpark, the outdoor gym equipment and the majority of the carpark. The cameras will record images (no audio) 24 hours a day. Camera locations have been chosen based on areas experiencing the highest frequency of criminal damage/anti-social behaviour, or where there is a need to provide a deterrent against crime to a valuable asset eg the newly-installed playpark. No areas outside of the RG will be recorded.

The recorder will be kept in a secure area, within a locked building. Viewing can be carried out on-site via a monitor or remotely via a PC or phone application.

CCTV warning signs will be clearly and prominently placed within the RG carpark, at the entrance and in the windows of the pavilion. Such signs will contain details of the

organisation operating the system and who to contact for further information. These signs will alert individuals that their image may be recorded.

Live feeds from CCTV cameras will only be monitored where this is reasonably necessary, for example, to protect health and safety. Live feeds from cameras and recorded images will only be viewed by approved members of staff whose role requires them to have access to such data (Facilities Officer, Parish Clerk, Administrative Assistant and Councillors from the RG working group). Recorded images will only be viewed in areas where confidentiality can be maintained and only for specific reasons. There may be rare circumstances where the full Council needs to view recordings, e.g. after a serious crime. In these instances, the data information will be logged, along with the rationale for wider viewing.

## **8. How the data will be processed**

Data recorded by the system will be stored digitally on the hard drive of the CCTV recorder. Images are not to be retained for longer than necessary. Data storage is automatically managed by the digital recorder which uses software programmed to overwrite historical data in chronological order. This process takes approximately 30 days. Recorded data will not be retained for longer than this period except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

Where data is retained for longer than 30 days, the file will be held on a secure central server where specific CCTV image/recordings are kept. A register should be kept of any data that is retained for longer than 30 days, with the reasons recorded and a review date given. The Council will store data securely at all times.

At the end of their useful life, all images stored in whatever format will be erased, permanently and securely. Any physical matter such as USB sticks or discs will be disposed of as confidential waste. Any still photographs and hard copy prints will be disposed of as confidential waste.

## **9. New installation/changes to the surveillance system**

The Council completed an impact assessment before installing the system. The Council will perform further assessments when installing or moving CCTV cameras, to consider the privacy issues involved. The Council will ensure that the use is necessary, proportionate and addresses a pressing identified need. Impact assessments can be viewed on the Council website.

## **10. Ongoing review of CCTV use**

The Council will periodically review this policy and the use of existing CCTV cameras in the RG, to ensure that their use remains necessary and appropriate. Quarterly reviews will be carried out for the first year, post-installation, with annual reviews thereafter. Assessments will review the following::

- The location of cameras
- Their stated purpose
- The images recorded
- Storage length

- Deletion
- Access to data

## **11. Requests for disclosure**

We may share data with others where we consider that this is reasonably necessary for any of the legitimate purposes set out in section 4 of this policy. In other appropriate circumstances, we may allow law enforcement agencies to view or remove CCTV footage where this is required in the detection or prosecution of crime.

No images from our CCTV cameras will be disclosed to any third party, without express permission being given by two Councillors (ordinarily members of the Recreation Ground Working Group) and the Clerk to the Council. Requests for data must be made in writing to the Parish Clerk. We will maintain a record of all disclosures of CCTV footage.

Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. If there are any concerns as to disclosure, then the Council should seek expert/legal advice.

Requests for viewing CCTV footage should be made by using the request form in Appendix 1. Any request by the police to view CCTV would require completion of a Request to External Organisations for the Disclosure of Personal Data to the Police – Under Schedule 2 Part 1 Paragraph 2 of the Data Protection Act 2018 and UK GDPR Article 6(1)(d) & 9(2)(c)'.

Any disclosure of CCTV footage that includes other members of the public will require their consent before it is released to any other third party. An Image Provision to Third Party form should be completed - see Appendix 2.

## **12. Subject access requests**

Data subjects may request disclosure of their personal information and this may include CCTV images. A data subject access request should be made in writing. A response will be provided within 20 working days from the date of receipt of the request. We will tell the individual why we are processing the information, the types of data involved, who we have shared it with, how long we will keep it and advise them as to their rights including the right to complain to the ICO if concerned about our processing.

For us to locate relevant footage, any requests for copies of recorded CCTV images must include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual.

We will provide a copy of the individual's personal data to them but reserve the right to obscure images of third parties when disclosing CCTV data as part of a subject access request, where we consider it necessary to do so. We will consider the ICO Code of Practice and the law when deciding as to whether to disclose third party personal data.

Who is responsible for protecting a person's personal data?

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

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Phone: 02392 413044

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At present, the Council is not obligated to appoint a Data Protection Officer to ensure compliance.

Information Commissioner's Office (ICO) registration number: **Z8509123**

### **13. Complaints**

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk (Complaints policy available on the Council's website or by request) or the Information Commissioners Office on Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) or Tel: 0303 123 1113.

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**Appendix 1 – Viewing of CCTV images**

Date of Viewing	Time	Camera	Operator

Reason for viewing	
Permission Granted by:	Position:
Outcome if any	

Name(s) of Person viewing	Signature	Organisation Details

Please be aware that by signing the above, you are bound to ‘non-disclosure’ of events whilst the Clerk of the Parish Council investigates the incident.

**Appendix 2 – Image Provision to Third Party**

Date of Incident		Description	Outcome
Time of Incident			
Camera Identifier			
Operator			

Original to be provided, copy to be retained			Copy to be provided, Original to be retained		
Reason for Provision					
Date of Creation	Time of Creation	Operator	Camera Identifier		
Crime / Incident no / Reason for Access					
Police Officer / 3 <sup>rd</sup> Party name					
Police Station / 3 <sup>rd</sup> Party Address					
Telephone number		Date of Handover			
Signature					
Date of destruction/return	Method of Destruction	Operator			