



CCTV POLICY

St Margaret's at Cliffe Parish Council

To control the management, operation, use and confidentiality of the CCTV system

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| Approving committee | St Margaret's at Cliffe Parish Council |
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| Date for next review | October 2026 |

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1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system operated by St Margaret's at Cliffe Parish Council, Reach Road, St Margaret's at Cliffe, Kent.

The policy was prepared after taking due account of the General Data Protection Regulations 2018 and the Home Office Surveillance Camera Code of Practice, amended November 2021.

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest, and that the system meets all legislative requirements.

2. Code of Practice

The Parish Council follows the 12 guiding principles issued by the Home Office "Surveillance Camera Code of Practice".

These cover:

- need and purpose of the installation
- protection of privacy
- accountability of the operator
- an agreed policy
- security of recorded data
- restriction of access to data
- competency of equipment and operators
- authorisation of access to data
- review of system operation
- support for public safety and law enforcement
- use of reference databases

3. CCTV installation

- i. Four cameras covering car park off Reach Road, St Margaret's at Cliffe. Recorder located in secure cupboard in toilet block.
- ii. Four cameras covering Village Hall buildings, including Parish Council Office, Reach Road, St Margaret's at Cliffe. Recorder located in secure cabinet in Village Hall Office
- iii. Eleven cameras covering King George V Recreation Ground and Pavilion, the two Tennis courts and the Children's play area, off Reach Road, St Margaret's at Cliffe. Recorder located in secure room in Cricket Pavilion.
- iv. All are operated through a single account which provides access through internet connection. Recordings can be investigated by the nominated Councillors. All are fixed cameras with HD colour images recorded in daylight and infra-red, black and white images recorded at night. Recording of images is triggered by movement sensors in the cameras. The system does not have sound recording capability.
- v. In areas where CCTV is used, the Parish Council will ensure that there are prominent signs placed within the controlled area.

4. Statement of Purpose

To provide a safe and secure environment for the benefit of those who use the listed premises.

The scheme will be used for the following purposes:

- i. to reduce the fear of crime and anti-social behaviour by persons using facilities at Reach Road car park, St Margaret's Village Hall, King George V Recreation Ground, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- ii. to reduce the vandalism of property on the 3 sites and to prevent, deter and detect crime, fraud and disorder;
- iii. to assist the police, the Parish 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;
- iv. to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- v. to assist all "emergency services" to carry out their lawful duties.
- vi. to comply with insurance company recommendations about security of premises.

5. Privacy

- i. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. Any data or images sent wirelessly or via the internet shall be suitably encrypted to prevent unauthorised access.
- ii. All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of the restrictions in relation to, access to and disclosure of, recorded images.
- iii. Cameras are mounted in such a way as to avoid pointing directly at occupied properties, and care will be taken to ensure that reasonable privacy expectations are not violated.
- iv. Other than for routine testing purposes, real-time CCTV images will not be monitored.

6. Accountability and policy

- i. St Margaret's Parish Council will be responsible for the operation, control and access to the CCTV system. This policy is agreed by the Parish Council and will be reviewed annually from the date of the policy. Any complaints about the policy or the operation of the CCTV system should be addressed to the Clerk to the Parish Council for consideration at the next Parish Council meeting. Any complaints and their outcomes will be reported at the annual review. This policy is displayed on the website www.stmargaretspc.co.uk
- ii. The Parish Council has carried out a data privacy impact assessment (DPIA). This can be viewed on the Parish Council website.

7. Security of data and access

Data and images are recorded on digital recorders which store data for approximately 30 days, after which it is overwritten. Weekly checks are made to ensure time and date are set accurately and that the system is functioning correctly. Data recorders are housed in secure locations. Only individuals authorised by the Parish Council are given passwords to access the system.

8. Competency

The installation is provided by experienced local security firms which install and maintain all equipment and provides software and training. The Parish Council opted for the highest standard of equipment available at time of order to meet the identified needs.

9. Authorisation

The Parish Council will nominate two councillors to be responsible for the operation of the CCTV system and have access to the recorded data through restricted passwords. These are named at the end of this policy.

10. Review

The policy and need for the system will be reviewed annually and weekly checks will be made on the accuracy of the data recording system.

11. Public safety and law enforcement

- i. The recorded data will only be investigated by authorised operators when an incident or request is notified to the Parish Council.
- ii. No public access will be allowed to the system except for lawful, proper and sufficient reason, in the presence of authorised operators.
- iii. Police will be given access to recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Recorded images can be passed to the Police by secure data transfer. Any transfer of data to the Police to view images will be logged by the Clerk to the Parish Council.

12. Reference databases

The Parish Council will not compare recordings with reference databases but accepts that this might be a consequence of police activity. If an incident is reported that might indicate a criminal offence the police will be invited to review data evidence. Incidents will be logged by the Clerk to the Parish Council. Number plate or facial recognition is not included in the system.

13. Subject Access Requests

- i. Individuals have the right to request access to CCTV footage relating to themselves under the GDPR. The Parish Council will have due respect to the privacy of others who might be included in recorded images.
- ii. Individuals submitting applications for a review of CCTV recordings will be required to provide sufficient information to enable the request to be considered and for the relevant footage to be located. This will include the date, time, location, and nature of the incident.
- i. The Parish Council reserves the right to refuse to examine CCTV footage for minor or trivial events, or where dates and times cannot be provided.
- ii. Individuals submitting requests for access may be required to provide proof of identity.
- iii. The Parish Council would be unable to provide copies of recorded images where this would prejudice the legal rights of other individuals or during a Police investigation.
- iv. Authorised Operators

The authorised operators of the installation are:

- i. Tony Fielding
- ii. Lisa Smith

Communications about the operation of the CCTV system, including complaints, can be sent to: parish.clerk@stmargaretspc.co.uk