

STEYNING PARISH COUNCIL CODE OF PRACTICE FOR THE USE OF CCTV CAMERAS

Steyning Parish Council has adopted the model CCTV Code of Practice as published by the Information Commissioners Office (attached).

The Parish Council is registered with the ICO under the Data Protection Act 1998 and this registration is renewed annually.

In adopting this code we aim to ensure that good practice standards are adopted by us in operating the CCTV.

At present Steyning Parish Council has one CCTV Camera located in the Bus Shelter in the High Street and 4 CCTV cameras located in the Memorial Playing Field (three adjacent to the Play Area and one in the car park area).

The code covers the use of CCTV by the Parish Council to capture images of identifiable individuals for the purpose of:

- Potentially taking some action in relation to an individual, for example handing the images over to the police to investigate a crime, to include anti-social behaviour, littering, graffiti or vandalism.

In administering the handling of CCTV data the control of the images and how they are used will be the responsibility of the Clerk to the Council.

1. The handling and use of any images will be recorded by the Clerk (Record of incidents Appendix 1) who will ensure that the procedures are followed and any right of access requests are dealt with in accordance with the code.
2. The procedure for handling the control and recording of images will be reviewed annually by the Council's Finance and Community Committee.
3. The images recorded by the CCTV cameras on the MPF will only be available to view from the Clerk or Deputy Clerks office or the Neighbourhood Wardens office. The images recorded in the Bus shelter will only be available to view from the static recording equipment housed at the bus shelter. The images on all cameras will not be on permanent view to other members of staff or the public and will be by authorised persons only, and access to the systems is by secure password.
4. Disclosure of images will be limited to the appropriate law enforcement agencies to help with the prevention, prosecution and detection of crime. Any other disclosure will be at the discretion of the Parish Council and the request will be carefully considered as to its validity, purpose and compliance with the Date Protection Act.
5. A record will be kept of any disclosure along with details of who the images have been provided to, day, date, time and purpose.
6. Images recorded are only retained for approximately 28 days after which time they are deleted.
7. Any images needed for the purpose of crime prevention, prosecution and detection will be downloaded and retained only as long as is necessary to complete an investigation and/or prosecution.

8. CCTV warning signs are displayed in the Bus Shelter and MPF.

9. Subject access requests will be provided within 40 calendar days to individuals who wish to view images of themselves. A charge of £10 will be made for such requests made payable to the Parish Council.

The person requesting this information must provide details to allow proper identification of themselves (picture, what they were wearing) and also sufficient information to locate the images on the system, day, date, time and purpose for which they require the images.

All such requests will be dealt with by the Clerk, Deputy Clerk or other designated authorised person.

Any images of third parties may need to be obscured before release of this information and this work would be carried out by another organisation for which the cost of the work will be made.

10. Freedom of Information requests to release images of individuals to third parties are exempt as these images come under the data protection principles (see details in full Code of Practice as issued by the ICO).

Sue Booth

28.6.2012

Adopted 9th July 2012

RECORD OF DISCLOSURE OF CCTV IMAGES

DATE	TIME	INCIDENT/PURPOSE	IMAGE DOWNLOADED AND GIVEN TO	SIGNATURE
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