

YAXLEY PARISH COUNCIL

USE OF CCTV MANAGEMENT  
PROTOCOL AND OPERATIONAL  
PROCEDURES

Approved November 2015  
Reviewed March 2017  
Reviewed February 2020 Approved May 2020

This policy is to control the management, operation, use and confidentiality of the CCTV system in use by the Parish Council at the Amenity Centre, Queens Park, Pavilion and the Chapel. This policy will be subject to review by the Parish Council to ensure it is in the best interest of the public and meets all legislative requirements.

### **Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit or work at the Council facilities. The system will not be used to invade the privacy or any individual, except when carried out in accordance with the law.

The use of CCTV will be used for the following purposes:

- To reduce the fear of crime by person's using the Council's facilities;
- To reduce vandalism of the property and to prevent, deter and detect crime and disorder;
- To assist the Police, Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders;
- To deter offenders by displaying the existence of CCTV, having cameras clearly on display and signs displayed.

### **Changes to Parish Council Policy on use of CCTV**

A major change that would have significant impact on either the purpose or the policy of operation of CCTV use would only take place after discussion at Council meetings and resolution at a full Council meeting. All agendas are displayed 3 clear working days before the Council meetings.

### **Responsibility for the use of CCTV within Council Offices.**

The elected Parish Council retains overall responsibility for the use of CCTV within the Council's facilities.

### **Management**

Day to day operational responsibility rests with the Clerk to the Council. Breaches of the policy will be investigated by the Clerk and reported to the Parish Councillors.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable form for use at a Court hearing.

### **Control and operation of cameras, monitors and systems**

- The images that are filmed are held in a secure location and can only be accessed by the Clerk and appropriate deputy.;

- Digital media is used to record images
- The system has been set up to provide good quality images
- Every camera records simultaneously and the images are stored on the hard drive for a period of 30 days. After that time all images are erased apart from any which relate to an incident subject to an ongoing investigation and these are subsequently off loaded;
- Routine checks are made to ensure that the system is operating in accordance with the terms of this policy;
- No public access will be allowed to monitors except for lawful, proper and sufficient reason with prior approval of the Clerk to the Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Council Offices to review and confirm the Parish Council's operation of the CCTV arrangements. Any visit by the Police to view images will be logged by the Clerk;
- Operators should regularly check the date and time displayed;
- Any event that requires checking of recorded images should be registered;
- Any damage or malfunction discovered should be reported immediately to the Clerk and the details logged showing the outcome. When a repair is made this should also be recorded.
- Any request by an individual member of the public for access to their own recorded image must be made on an "access request form", for which there will be a fee of £25.00. Forms are available from the Council Offices and will be considered by the Clerk and responded to within 28 days. All application must specifying the date and time as far as possible of the image required. If the decision is taken not to release the images, then the image in question will be held and not destroyed until all legal avenues have been exhausted.
- Any appeal to the Clerk's decision to refuse a request for an image will be considered by Full Council.

### **Accountability**

Copies of the CCTV policy are available in accordance with the Freedom of Information Act. Any written concerns, complaints or compliments regarding the use of the use of the cameras will be considered by the Parish Council.

**CCTV POLICY  
YAXLEY PARISH COUNCIL  
ACCESS REQUEST FORM – CCTV IMAGES**

<b>Date of Recording:</b>		<b>Time of Recording:</b>	
<b>Place of Recording:</b>			
<b>Applicants name and address:</b>		<b>Description of Applicant and any Distinguishing features if clothing: (a recent photo may be necessary to aid identification)</b>	
<b>Telephone Number:</b>			
<b>Signature of applicant : (or parent/guardian if under 18)</b>			
<b>Reason for request:</b>			
<b>Request received by:</b>		<b>Signature:</b>	
<b>Fee Charged (£25.00)</b>		<b>Fee Paid</b>	
<b>Date and time request received:</b>		<b>Request approved:</b>  <b>YES/NO</b>	
<b>Date applicant informed:</b>			

**CCTV POLICY  
YAXLEY PARISH COUNCIL  
RECEIPT FORM – CCTV IMAGES**

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>
<b>Police contact details:</b>		
<b>Reason for request:</b>		
<b>Date request received:</b>	<b>Date received by police:</b>	
<b>Signed (Clerk):</b>	<b>Signed (on behalf of police):</b>	