



# CCTV Management Policy

## Introduction

This aim of this policy is to control the management, operation, use and confidentiality of the CCTV system located at:

- Trewoon Village Hall, Hembal Rd, Trewoon PL25 5SA.

This system with five cameras, three on the main pole and two on Trewoon Village Hall are owned and managed by St Mewan Parish Council.

The policy was prepared after taking due account of the Data Protection Act 1998, Crime and Disorder Act (1998), the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, Regulation of Investigatory Powers Act (2000), Investigatory Powers Act (2016), the Protection of Freedoms Act 2012, the Human Rights Act 1998, the Information Commissioner's Office CCTV Code of Practice and the Surveillance Camera Code of Practice (2013).

This policy will be subject to a bi-annual review by the Parish Council to ensure that it continues to reflect the public interest and that it meets all legislative requirements.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998 –

ICO Registration Reference: **ZA325522**

The Parish Council are not responsible or registered under the above registration number for any monitoring or access to the Reolink 4k PoE system and three other cameras owned, installed and erected by Trewoon Village Hall.

## Principles

St Mewan Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 which states data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate

- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure
- Not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured

#### Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will only be used in accordance with the relevant legislation.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using facilities within Trewoon Play Area, Trewoon Recreational Land, Trewoon 'Dog Walking' Corridor and Trewoon Queen Elizabeth Memorial and Community Garden
- To prevent, deter and detect crime and disorder
- To reduce the level of anti-social behaviour and dog fouling in areas as illustrated in the four named areas
- To assist the police, parish council and other legal enforcement agencies with identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime and public order
- To act as a deterrent to potential offenders by publicly displaying the existence of CCTV by having signs on display in areas being monitored CCTV Code of Practice
- Day to day operational responsibility rests with the Data Protection Officer whom is the Clerk to the Parish Council. In the absence of the Clerk, the responsibility lies with the Deputy Clerk.
- Alleged breaches of this policy will be investigated by the Clerk and reported to the Parish Council plus any other relevant agency such as the Information Commissioners Office (ICO).
- To ensure that the public is aware that they are entering an area where a scheme is in operation, signs have been placed at the entrance to all areas covered.
- Data will be held and stored only for the purpose set out in this policy and in accordance with its provisions.

#### Control and Operation of the Systems

- Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual
- No public access will be allowed to the monitors or recordings

- The police and other legal enforcement agencies may be permitted access to the recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies can call or email the Parish Clerk/Deputy Clerk to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit to view images will be logged by the Clerk/Deputy Clerk
- Operators should regularly check the accuracy of the date/time displayed
- Unless on the advice of the police, CCTV images will not be shared on any social media platforms
- Any written concerns or complaints regarding the use of the system will be considered in line with the existing complaints policy.

Reviewed & Adopted 8<sup>th</sup> May 2024  
Minute No: AC31/24