



**Parish Clerk - Mrs Sara Archer, 204 Acol Street, Acol, Ramsgate, Kent, CT12 4JN
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CCTV CODE OF PRACTICE FOR ACOL PARISH COUNCIL

AIMS

The aims of the scheme are to protect and preserve the safety, security and well being of Villagers and visitors alike by following these basic principles.

- To reduce the level of crime and the fear of crime
- To help prevent crime
- To assist in the investigation and detection of crime
- To assist in the prosecution of Offenders in relation to crime and disorder
- To fairly gather evidence in order to support court proceedings
- To monitor the security of property (Village Hall)

The system will only be used for these objectives, and for no other purposes.

Information recorded will only be used by Acol Parish Council, Police and other Law Enforcement Agencies.

Material will be kept secure and will not be released to anyone other than in accordance with this Code of Practice and/or the Law concerning the disclosure of evidence regarding Civil and Criminal proceedings.

THE SYSTEM

Cameras are static and overt. Their presence will be clearly indicated by signage.

Operators are not employed for the purpose of monitoring the system.

Images will not be retained for longer than 31 days unless they are required evidentially.

All cameras are mounted externally and record general street scenes day and night.

DATA PROTECTION

Under the Data Protection Act 1998, there are eight key principals if the Act is to be complied with which are addressed within these codes and reproduced as follows:

- Obtain and process personal data fairly and lawfully
- Hold the data for the purposes specified
- Use the data only for the purposes, and disclosure only to the people, shown within these codes of practice
- Only hold data, which is adequate, relevant and not excessive in relation to the purposes for which the data is held
- Ensure personal data is accurate and where necessary, kept up to date
- Retain data for no longer than necessary
- Allow individuals access to information held about them and, where appropriate, correct it or erase it
- Take measures to keep information secure

REQUESTS FOR INFORMATION

Requests for information should be made to the Clerk of Acol Parish Council in writing. Principals of the Data Protection Act 1998 will be followed in such requests wherever practicable.

They are:

- If the request cannot be complied with without identifying another individual, permission from all parties must be obtained.
- The person making the request must be able to prove his or her identity and provide sufficient detail to enable the information to be located.
- Acol Parish Council reserve the right to charge a fee in accordance with the Data Protection Act 1998.

EXEMPTIONS TO THE PROVISION OF INFORMATION

Consideration will be given to the fact that a limited number of exemptions apply to an individual's right of access with relevance to CCTV data. This means where personal data is held for the purposes of:

- Prevention and detection of crime
- Apprehension or prosecution of offenders

The data controller will be entitled to withhold the information where it is felt the data would be likely to prejudice one or both of the above purposes.

RELEASE/ACCESS OF RECORDINGS

The release of recordings will only be to the Police, other statutory Law Enforcement Agencies or other parties authorised by the owners.

The owners, Police and other partners do not support the use of any recordings for 'entertainment programmes' and agree not to release them for this purpose.

If recorded images contain material concerning a serious arrestable offence, and the person or persons depicted therein is either:

- Wanted
- A danger to the public
- A danger to him/herself

then at the discretion of the local Chief Officer of Police, the recorded material may be released to the media providing that it can be established that it is necessary in order to bring that person to justice.

Regular requests for review of recorded material will be conducted by an appointed Police Liaison Officer.

Viewing of material will be within a controlled area in the presence of an authorised operator. Details of the viewing will be recorded in the register. This will include the name of the viewing officer. The result will also be recorded in the register.

Material retained for the purposes of court proceedings where a person is acquitted, or a person is not proceeded against, then any master/working recording retained as evidence will be kept by Kent County Constabulary for such a period of time in compliance with the law and its current policy. Upon return to the control room, the recording will be destroyed and the person depicted will be given the opportunity at a specified time/date to view destruction/erasure.

THE HUMAN RIGHTS ACT 1998

Article 8 of this Act requires that any interference with the right to privacy is in accordance with the law. Secondly, any interference must fall within one of the exemptions which are basically as follows:

- The protection of national security
- Public Safety
- Public health and morals
- Prevention of public disorder

In the interest of the principals from the above Acts, cameras will cover public areas only and will see what any member of the public can see with the naked eye, albeit from a different angle. Any images captured by CCTV will be held for a maximum of 31 days and then destroyed except when an enforcement agency requires the evidence to be retained for investigation or prosecution.

OWNERSHIP

Acol Parish Council is responsible for the management, administration and security of the system. Acol Parish Council will ensure the protection of individuals and public by complying with the Codes of Practice. The Clerk will act as CCTV Liaison Officer. The implementation of this scheme is supported by the following bodies:

Thanet Police, Thanet District Council, Thanet Community Safety

All partners will work in accordance with the codes. The partners will have no involvement in the operating of the system with the exception of the Police who will be granted access to the system when it is drawn to their attention.

PROCESSING OF IMAGES

Images which are not required to be retained will be overwritten within the time limits identified previously. When images are retained, their integrity will be maintained in order to either:

- Ensure their evidential value
- Protect the rights of the people whose images may have been recorded

Images will be stored within a secure area. Recorders are digital and password protected. On removing images from the recording medium for court proceedings the operator will ensure that the following has been documented:

- The date on which the images were removed
- The reason for their removal
- The relevant crime or incident number
- The location of the images. If images were passed to a Police Officer for retention, the name, Officer number and Station of that Officer will be recorded
- The signature of the collecting Officer/authorised person will be recorded

Access to recording equipment and monitors will be limited to authorised persons only.

Viewing of recorded images will take place in a restricted area and may only be conducted by authorised persons. In such cases, the following details shall be documented:

- The names of persons present viewing the images
- The organisation that any third party present may represent
- The reason for viewing
- The outcome of the viewing including any details of material being detained for evidential reasons

Images will be identified automatically by the recorder. They will be clearly identified by location, time, date and position. This information will be retained with the recorded image and checked on a routine basis by authorised persons.

SYSTEM SECURITY

- The system will be secured at all times
- Access to the CCTV equipment will be strictly limited to authorised persons. In cases of emergency, Law Enforcement Officers will be permitted access on production of official identification, ie, a warrant card or equivalent. Visitors and refused visitors will both be recorded on the register
- Recording will take place 24 hours a day. No operators will be specifically employed for the purposes of monitoring. If an incident is reported, it will be searched for retrospectively from the recorded material
- Other access to equipment for repair and maintenance will be supervised and recorded on the register

In the event of a major incident arising, such as a serious public disorder, bomb threats, explosions, serious fires, the Police will be given authority to supervise the CCTV system.

SOUND

Sound is not currently used. Should the need arise to record sound, consultation between the public and partners will be made.

TARGETED OPERATIONS

In general, targeted operations will not be conducted. However, it is acknowledged that occasionally it may be necessary to do so, but this may only be done in accordance with the Regulations of Investigatory Powers Act 2000. Details of any such operations will be reported annually.

COMPLAINTS

Complaints will be directed to the Clerk of the Parish Council. Details of such complaints and outcomes will be reported annually.

ACCOUNTABILITY

- Ultimate responsibility lies with Acol Parish Council
- The equipment is designed to be self maintaining, regular checks will be conducted to establish the correct running of the system

INFRINGEMENTS OF USE

Misuse of the system will not be tolerated, continuing public support is vital. Any person operating outside the Codes will be investigated. The outcome reported annually.