



BARLEY

PARISH COUNCIL

CCTV POLICY & COMPLIANCE WITH DATA PROTECTION ACT

The CCTV system covers areas of the public highway around the Village Hall, the Church and the car park in Barley and is owned and controlled by the Parish Council.

Introduction

Through this policy the Council aims to control the management, operation, use and confidentiality of the CCTV system located throughout the village of Barley.

The policy takes account of the **Code of Practice for Surveillance Cameras** published by the Data Protection Commissioner (revised 2015) and the **General Data Protection Regulations and the Data Protection Act 2018**.

Barley Parish Council accepts the **principles of the Data Protection Act 2018** as follows. Data must be:

- processed lawfully, fairly and transparently;
- processed for the limited purposes stated and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate and kept up to date;
- not kept for longer than is necessary and storage is safe and secure;
- processed in accordance with individuals' rights for which the Council is accountable;

Statement of Purpose

To provide a safer and more secure environment for residents and visitors to Barley Village. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The CCTV system will be used for the following purposes:

- I. to prevent, deter and detect crime, disorder and anti-social behaviour through the prominent placement of CCTV cameras and signage notifying that CCTV cameras are in operation,
- II. 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, traffic offences or public order.
- III. investigation of any accidents by law enforcement agencies and insurance agencies.

Changes to the Purpose or Policy

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

Management of the System - Responsible Persons

The CCTV system is operated on a day-to-day basis by a nominated lead Parish Councillor (the Lead Operator). The lead Councillor is supported by nominated Councillors and the Chairman whom are listed within, and forms part of, this policy.

Those appointed to oversee the system and procedures are Barley Parish Council.

Subject Access requests must be made to the Clerk of the Council.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the full Parish Council.

Management of the System – Control & Operation of the Cameras and Monitors

The following points must be understood and strictly observed by the appointed operators:

- a) The trained operators must act with integrity and probity and not abuse the equipment or change any pre-set criteria to compromise the privacy of an individual.

The Operators are only permitted to view any camera images if the request complies with the policy, this will only be granted when the criteria in the “Statement of Purpose” are fulfilled.

An access log book will be maintained by the Lead Operator assisted by the Clerk.

- b) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, without prior approval of either the Clerk to the Council, the Chairman or Vice Chairman (in order of availability) of 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 may visit to review and confirm the Council’s operation of CCTV by arrangement. Any visit by the police to view images will be logged by the Lead Operator viewing the imagery on behalf of the parish council.
- c) Operators should check the accuracy of the date/time displayed on a monthly basis and these should be logged.

Management of the System – Storage, Retention of Images and Maintenance

- d) The CCTV video recorder and its digital records must be securely stored in lockable cupboards at all sites to minimise the risk of theft or unauthorised access.
- e) Digital records should only be handled by the minimum number of persons; this will be the **two operators or their substitutes from the Council**. No Councillor is permitted to view images without another Councillor being in attendance.
- f) Digital images will be erased automatically by the system when the hard drive is full which, on average, is after 30 days.
- g) Images will not normally be supplied to the media, except on the advice of the

police if it is deemed to be in the public interest. The Lead Operator, the Clerk and the Chairman will make this decision and inform the Council of any such decision.

- h) As records may be required as evidence at court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and details. The log should also show when such information is returned to the Council by the police and the outcome of its use.
- i) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers if appropriate, and the Council notified at the next appropriate Full Council meeting. Any routine checking of recorded data should also be logged.
- j) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and recorded in the log. When a repair has been made, this should be logged showing the date and time of completion.
- k) Regular maintenance checks will be carried out of equipment as detailed in *Appendix A*.

Subject Access Requests

- k) Any request by an individual member of the public for access to their own recorded image must be made on a "CCTV Subject Access Request Form" which are available from the Parish Clerk and may be subject to a fee. There is no right of instant access and a response will normally be sent, after consideration by the Council, within one calendar month in line with the General Data Protection Regulations and the Data Protection Act 2018.

The Data Protection Act gives the Parish Council the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. If it is decided that a subject access request is to be refused, the reason will be documented and the data subject informed in writing, stating the reasons.

Publicity

Signage will be displayed at camera locations informing the public that they are in a surveillance zone, the purpose of the cameras and the owner of the system.

Accountability

Copies of the CCTV Policy are available from the Parish Clerk and on the Parish Website.

Any written concerns, complaints or compliments regarding the use of the system should be submitted to the Parish Clerk at clerk@barleyparish.uk

Status

Version	Date	Review Status
1.0	January 2021	Await Approval / Issued
2.0	16 September 2021	Council Approved

Authorised Operatives of the Parish Council CCTV System

I.	Richard Fowler	Parish Councillor	Trained Lead Operator
II.	Lee Hunt	Parish Councillor	Trained Operator
III.	Derek Heap	Parish Councillor	
IV.	John Connor	Parish Councillor	
V.		Clerk to the Council	

SUBJECT ACCESS REQUEST FORM - CCTV

“Subject access” is the right of an individual to access personal data relating to him or her which is held by Hilton Parish Council on CCTV after an incident on site. Please complete and return this form to the Parish Council Clerk using the address below.

The Clerk of Barley Parish Council,
 C/O 2 Barley Green, Barley, Burnley, BB12 9JU
 Tel: Office 01282 692264
 Email: clerk@barleyparish.uk

APPLICANTS DETAILS		
Name		
Postal Address		
E-Mail Address		
Phone No.		
THE PERSONAL DATA YOU REQUIRE		
Please specify why you would like access or require a copy of the CCTV image held by Barley Parish Council:		
WHICH CAMERA		
Number of Copies		
Date(s) Required		
Time Covering	From	To

Signature

Date

Note: You may be asked to provide evidence of your identity, e.g. a driving licence or passport, and proof of address and charged for the service.

Appendix A – Maintenance of the CCTV System

The CCTV system will be maintained on a 3 monthly basis but on a monthly cycle. Month one, the village hall will be checked, month 2 the toilet block will be checked and month 3 the farm building will be checked.

Any major discrepancies will result in a check of all three systems. One example of this could be the time displayed being out by a period of 5 minutes or more.

The maintenance visits will follow the checklist below and will be logged in the CCTV logbook stored with each hard drive in the lockable cabinet.

√ or X	Every Month - Visual Inspection All 3No Camera Locations
	Check the camera view hasn't been knocked off path and you can see the required area perimeter clearly
	Check that the cameras are securely attached to the wall
	The cameras are providing images.
	Every Month One Site Detailed Inspection (3 Month Cycle per location)
	Camera Lens
	Check the camera lens is focused and adjusted properly
	Check the camera view hasn't been knocked off path and you can see the required area perimeter clearly
	Clean any dust or marks off the camera lens with a can of compressed air and wipe down the camera casing with a microfibre cloth if accessible
	Use your controller to check that the camera's functions, such as zoom and pan are working correctly
	Trim back any foliage that may be obscuring the view
	Check that the cameras are securely attached to the wall
	Wiring
	Check wiring for any wear and tear or exposed wires
	Check for loose wires
	Check that you're getting a clear transmission of sound and picture with no distortion
	Monitors
	Check that the monitors are showing a clear picture and that the brightness and contrast settings are correctly adjusted
	Check all of your switches and individual equipment are functioning fully
	Clean all monitors and equipment of dust and grime with a microfibre cloth and weak cleaning solution
	Check cables leading from the equipment are in good condition and that there are no weak connections
	Check that the correct time and date stamp is set
	Date:
	Inspected by: