



**Willaston**  
Parish Council

## **CCTV Policy**

### **1. Introduction**

This policy is to control the management, operation, use and confidentiality of fixed and movable CCTV cameras as well as body-worn cameras used by Council Officers within the Lettie Spencer Playing Field. The site is owned and managed by Willaston Parish Council.

The Lettie Spencer Playing Field is defined as the full green space up to the perimeter boundary, the driveway, and the entrance area up to the point of the highway boundary.

The policy was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

### **2. Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. To protect Council officers and any other third-party contractors when going about their duties within the playing field.

The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- a) to reduce the fear of crime by persons using facilities at the Lettie Spencer Playing Field, so they can enter and leave the facility without fear of intimidation by individuals or groups.
- b) to reduce the vandalism of property and to prevent, deter and detect crime and disorder.
- c) to assist the police, the Council and other Law Enforcement Agencies with the identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bylaws.
- d) To uphold Parish Council Bylaws in relation to the Lettie Spencer Playing Field.
- e) to assist all "emergency services" to carry out their lawful duties.

### **3. Changes to the Purpose or Policy**

The CCTV Policy may be discussed at meetings. However, any major change that would have a significant impact on either the purpose of this policy or the operation of the CCTV scheme will take place only after discussion and resolution at a full Council meeting.

### **4. Responsibilities of the Owner of the Scheme**

Willaston Parish Council retains overall responsibility for the scheme.

Willaston Parish Council is responsible for the maintenance and servicing of the CCTV equipment to ensure it remains functional and compliant with this policy

All CCTV equipment will be subject to regular inspection and servicing by an appropriate contractor.

## **CCTV Code of Practice**

### **1. Management of the System**

Willaston Parish Council will be the data controller for the CCTV system and will be registered with the ICO. (Information Commissioners Office)

The Clerk to the Council, as the responsible person, will manage the system's day-to-day operations, including data access, compliance monitoring, and responding to access requests. In exceptional circumstances, this will be delegated to a Council member by resolution of the Council.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Council. A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. This policy will be available on the council website.

### **2. Control and Operation of fixed and mobile cameras and body-worn cameras**

The following points must be understood and strictly observed by the responsible person and Council officers.

- a) Fixed and movable CCTV cameras located within the Lettie Spencer Playing Field will record and collect data 24 hours per day. Static cameras will be set to collect data from specific assets, movable cameras will record data from other areas within the Playing Field.
- b) Imagery provided by fixed and movable CCTV cameras is not under review on a live basis and in real-time. All activities will be conducted in a manner that respects individuals' privacy rights and complies with applicable data protection laws.
- c) Recorded data from permanent cameras will be accessible on a remote basis. Only the responsible person will have the authority to access the data.
- d) The responsible person and council officers must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- e) Council officers when wearing a body-worn camera will inform any individual that they are engaging directly with that "recording is taking place for safety reasons" when the body-worn camera is recording.
- f) Council officers wearing body-worn cameras can determine when to record footage based on a dynamic risk assessment of the situation.
- g) No public access will be allowed to the footage except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council. The Police are permitted access to footage if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
- h) The responsible person and council officers should regularly check that cameras are correctly recording and that the date/time is displayed accurately within the CCTV system and on body-worn cameras. All checks must be recorded on the CCTV log.
- i) Council officers using body-worn cameras are not permitted to view any recorded footage and are still subject to following the request process via the Clerk and meeting the criteria to view any footage.

- j) **If no crime, criminal activity or breach of bylaw takes place then the footage will never be viewed.**
- k) Storage and Retention of Images. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a maximum of 31 days.
- l) 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 Clerk to the Council would inform the Chairman of the Council of any such emergency.
- m) 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 show the officer's name and police station. The log should also show when such information is returned to the Council by the police and the outcome of its use.
- n) Any event that requires checking of recorded data should be detailed in the log of incidents, including Crime Numbers. if appropriate, and the Council will be notified at the next available opportunity.
- o) Data access will be strictly controlled and logged. Any access or sharing of recorded data will require prior authorization from the Clerk to the Council and will be documented in the access log, including the purpose and recipients of the data.
- p) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.
- q) Any camera which records private dwellings not within the defined area will have privacy masking applied within the recording software which will prevent the recording of data in said areas. Any movable camera will be configured so that it can not be moved to record any private dwelling.
- r) Subject Access Requests. Any request by an individual member of the public for access to their own recorded image must be made in writing to the Clerk and may be subject to a fee. This is to allow for images to be professionally processed and for further privacy masking applied.

### **3. Accountability**

The Council will conduct regular audits of the CCTV system and its operations to ensure ongoing compliance with this policy and relevant legislation. Findings from these audits will be reported to the Council.

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Council providing it does not breach security needs.

Any written concerns or complaints regarding the use of the system will be considered by the Council, in line with the existing complaints policy.

### **4. Status**

***This policy will be presented to the Council for adoption at the meeting due to be held on 23<sup>rd</sup> June 2024.***

**THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.**

# Data Protection Impact Assessment (DPIA) for CCTV System

## 1. Introduction

**Project Name:** Installation and Operation of CCTV System in Lettie Spencer Playing Field

**Date of Assessment:** June 2024

**Purpose of Assessment:** To assess the data protection impact of the CCTV system on the privacy of individuals using the Lettie Spencer Playing Field and surrounding areas, ensuring compliance with GDPR and the Data Protection Act 2018.

## 2. Project Description

### Description of the CCTV System:

- Fixed and movable CCTV cameras and body-worn cameras used by Council Officers.
- Locations: Lettie Spencer Playing Field
- Purpose: Enhance safety, reduce crime, and assist law enforcement.

## 3. Data Protection Principles

### Lawfulness, Fairness, and Transparency:

- The purpose of the CCTV system is clearly defined to enhance safety and security.
- Signs are posted to inform the public about CCTV being in operation.
- A public notice and policy information about the CCTV system is available on the Council's website.

### Purpose Limitation:

- Data collected will be used solely for the purposes stated in the CCTV policy.
- No secondary use of data without explicit consent or legal requirement.

### Data Minimization:

- Cameras are positioned to cover only necessary areas.
- Body-worn cameras are activated based on a dynamic risk assessment. (Body-worn cameras have been in use since September 2023. No data has been accessed or reviewed since commencing use.)
- To consider that with the implementation of CCTV cameras within the playing field, body-worn cameras may no longer be required.

### Accuracy:

- Regular checks to ensure cameras are functioning correctly and timestamps are accurate.

## **Storage Limitation:**

- Data will be retained for a maximum of 31 days unless required for an ongoing investigation as instructed by the police.

## **Integrity and Confidentiality:**

- Access to data is restricted to authorized personnel only.
- Data is stored securely to prevent unauthorized access.
- Data can only be accessed by the responsible person.
- Data can only be requested by an appropriate person with a valid legal basis.

## **4. Decision Process**

- A long history of CCTV being demanded by residents as a response to deterring any anti-social behaviour taking place.
- Feedback that CCTV will make the Playing Field safer and more secure.
- CCTV is a practical option to protect the Council's facility and fixed equipment. Considered case studies from other Council's and their experiences.
- The Playing Field holds a premises licence (which is only intended for use on an infrequent basis – once per year at present). The use of CCTV supports meeting the licencing objectives.
- CCTV has been considered and debated by the full council at the August & September 2023 meetings with regular updates provided each subsequent month. Implementation has been delayed due to ongoing discussions with partners for potential operational support.
- March 2024 newsletter delivered to households stated that CCTV will be installed in the playing field in 2024. (No exact date was available at the time of publication)

## **5. Assess Necessity and Proportionality**

### **Necessity:**

- The CCTV system is necessary to deter and detect crime, protect public safety, and assist law enforcement in the Lettie Spencer Playing Field area.

### **Proportionality:**

- The system is designed to collect only the data necessary to achieve its purposes.
- Privacy masking technology is used to prevent recording in private areas.
- Data access is strictly controlled and logged.

## 6. Identify and Assess Risks

Risk Description	Likelihood	Impact	Mitigation Measures	Residual Risk
Unauthorized access to CCTV footage	Medium	High	Secure storage, access control (1 point of access), regular audits	Low
Misuse of body-worn cameras	Low	Medium	Clear usage guidelines, adherence to policy	Low
Data breach due to technical failures	Low	High	Regular maintenance, secure storage	Low
Damage to CCTV Equipment	Low	Medium	Pole of sufficient height, anti-climb rack, all equipment under the view of a camera, Equipment fit for purpose, equipment all listed on insurance policy	Low
Invasion of privacy for individuals	Medium	High	Privacy masking, informing the public, signage, data only being accessed as a result of an incident	Low
Non-compliance with data protection laws	Low	High	Regular policy reviews, Data Protection Officer oversight	Low

## 7. Data Protection Impact

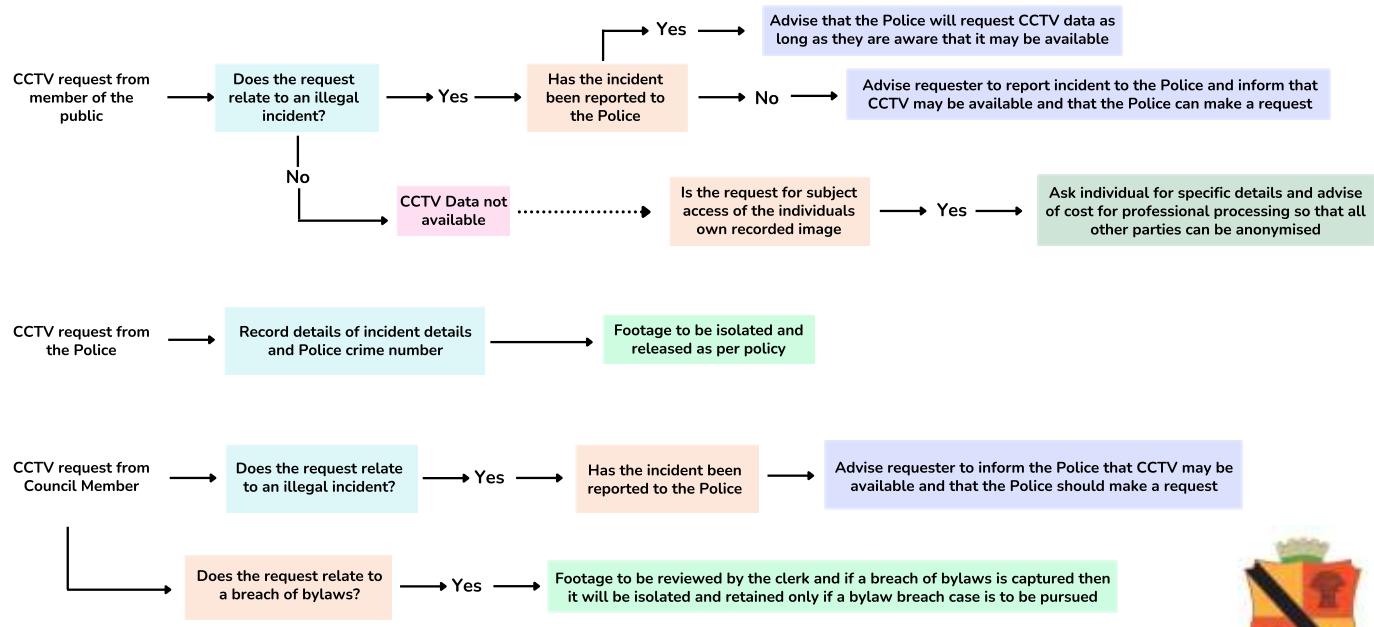
### Impact on Individuals:

- Enhanced security and safety for all users of the playing field and for neighbouring properties.
- Potential privacy concerns mitigated through clear communication and data protection measures.
- The CCTV system will not be monitored on a live basis which prevents any real time surveillance of individuals.
- Data will only be reviewed in the event of a breach of bylaws or criminal act taking place. Only data relevant will be reviewed.
- Stringent upholding of 3<sup>rd</sup> party access requests. Reports to be made to the Police detailing that CCTV is available which will then allow any request for access to be made by the Police
- All properties bordering the Playing Field will be sent a communication regarding CCTV implementation to protect the Council's asset as well as information on how their privacy will be maintained.

### Impact on Council Operations:

- Improved ability to deter and detect crime and uphold byelaws.
- Prevention of damage to fixed assets. This will allow the retention and introduction of further assets.
- Increased responsibility for data protection and compliance.

# CCTV ACCESS DECISION PROCESS



Requests can only be accepted in writing or by email to the Clerk of the Council.



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