Maulden Parish Council
CCTV Policy

Adopted: January 24, 2022
Next Review Date: Annually

1 INTRODUCTION

1.1 Maulden Parish Council (MPC) use closed-circuit television (CCTV) images to deter and reduce crime and antisocial behaviour in order to provide a safe and secure environment for members of the public, and to prevent the loss or damage to property and to report crime.
1.2 MPC have registered the CCTV scheme with the Information Commissioner, and the associated images are governed by the General Data Protection Regulations (GDPR). This policy has been created to outline how MPC will use the CCTV system.

2 STATEMENT OF INTENT

2.1 MPC comply with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly. This Code of Practice can be found on the ICO's website. The 12 guiding principles from the Surveillance Code of Practice have also been followed which can be found in Appendix A.
2.2 In areas where CCTV is used, MPC will ensure that there are prominent signs placed within the controlled area.
2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3 PURPOSE

3.1 MPC's registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes.
3.2 CCTV is used for the purposes of:

- To monitor the security of premises or equipment.
- To ensure and maintain public safety.
- To create a safer community.
- To reduce the vandalism of property and to prevent, deter, detect and investigate crime and disorder.
- To assist the police and other local enforcement bodies in the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime or public order.
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and prominent signs on display.
- To assist all emergency services to carry out their duties.

3.3 CCTV is not used to routinely monitor staff or councillors, but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or Councillor Code Of Conduct is brought to the attention of MPC's Clerk.
3.4 The information processed may include visual images, personal appearance and behaviours. This information may be about users of a site, the general public, contractors, staff or councillors. Information may only be shared with the police or other law enforcement agencies if requested with good cause.
3.5 The operators of the system recognise the effect of such systems on the individual and the right to privacy.
3.6 MPC are registered for CCTV under the Data Protection Registration with the Information Commissioner's Office number **ZA353315**.
3.7 MPC's CCTV Policy should be read in conjunction with MPC's Privacy Policy and CCTV FAQs.

4 DESCRIPTION OF THE CCTV SYSTEM

4.1 The system is intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.
4.2 The system comprises:

- One camera with an adjustable field of view (pan-tilt-zoom), and two static cameras all mounted on the same pole attached to the pavilion building located in The Wingfield Recreation Ground (The Rec) off The Brache, Maulden, Beds, which are to be used for image capture only, ie this system does not have sound recording functionality. Monitor and recording equipment are kept securely locked in cupboard inside the pavilion with the recording equipment additionally locked inside a metal security box, which is all inside the locked pavilion.
- Four turret cameras located on a pole adjacent to the play area in The Wingfield Recreation Ground (The Rec).

4.3 The CCTV system is owned and operated by MPC and can be accessed by MPC's Chair, MPC's Clerk, and other MPC-nominated councillors under guidance from MPC. It is internet-enabled, but may only be accessed by MPC-approved authorised personnel as described here. The police will also be given access to footage/images they request.
4.4 Access to recordings/images shall be password-protected and any data or images downloaded from the system to a memory stick shall be password-protected, if then sent wirelessly or via the internet they shall be password-protected.

4.5 All authorised operators with access to footage/images are aware of the restrictions in relation to access to, and disclosure of, recorded footage/images.

5 CAMERA LOCATIONS

5.1 In Wingfield Recreation Ground (The Rec), the external cameras are mounted on the pavilion and also on a pole adjacent to the play area with a privacy screening system and user access levels in place to protect residents' privacy is it covers The Rec to view the play area, basketball area and general views of recreation ground.

6 OPERATION

6.1 Other than routine maintenance/testing purposes to check that the cameras are not faulty, real-time CCTV images will not be monitored.
6.2 Any two of the following combination can view the images together:

- The Rec – MPC Councillors, MPC Clerk, and a Police Officer/PCSO acting in an official capacity.

6.3 Recorded data will be retained for no longer than is necessary and data is automatically overwritten after 21 days unless retained for legal reasons. All retained data will be stored securely.
6.4 Footage/images captured by the system are recorded continuously and may be checked by authorised personnel (*see 4.3 and 6.2*) via download to a memory stick when footage/images displayed on monitors will only be made visible to the operative downloading the footage/images. Only authorised personnel may take recordings of CCTV images and footage. MPC Staff and councillors authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the relevant systems.
6.5 No footage/images or information shall be stored for more than 21 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

7 APPLICATIONS TO REVIEW CCTV IMAGES AND DISCLOSURE OF IMAGES TO THIRD PARTIES

7.1 Applications for CCTV footage/images in relation to a crime will only be accepted from the police as part of their enquiries. MPC will not release CCTV footage/images to members of the public for any reason (except as required by the individual exercising their data rights – *see section 8*).
7.2 Access to footage/images will be restricted to those personnel authorised to view them by MPC's Clerk and Chair or via a decision made by MPC.
7.3 There will be no disclosure of recorded data to third parties other than to enforcement authorities such as the police, and statutory organisations where these would reasonably and lawfully need access to the data.
7.4 A detailed log of who requires access, when, and for what reason, will be kept.

8 SUBJECT ACCESS REQUESTS (SAR)

8.1 Individuals have the right to request access to CCTV footage/images relating to themselves under the GDPR.
8.2 All requests must be made in writing via the Application Form CCTV Video Data Access (see Appendix B), this is to be completed by the applicant and MPC's approved personnel. A signed copy will be held on record by MPC's Clerk.
8.3 Individuals submitting requests for access will be required to provide sufficient information to enable the relevant footage/images to be identified. For example, the date, time, location, and description of the applicant.
8.4 Individuals submitting requests for access will be required to provide proof of identity in the form of a photo card-type document, eg driving licence or passport scan (see Appendix B for full details).
8.5 MPC reserve the right to refuse to provide access to footage/images where requests are considered to be manifestly unfounded, excessive, or repetitive.
8.6 On receipt of the required information, MPC will endeavour to provide access to the footage/images as soon as is reasonably practical.
8.7 MPC may be unable to provide copies of footage/images where this may prejudice the legal rights of other individuals during a police investigation.
8.8 An appropriate charge may be made for access to footage/images, this will not exceed £20.00.

9 POLICY REVIEW

8.1 Policies, procedures, passwords, and authorised personnel shall be reviewed annually by MPC and updated as necessary (*see Appendix C*).

10 LEGAL BASIS FOR PROCESSING PERSONAL DATA

10.1 One of the seven major data processing principles of GDPR is to ensure that personal data is processed lawfully, fairly, and transparently. To comply with this principle, Chapter 6 of the GDPR requires any organisation processing personal data to have a valid legal basis for that personal data-processing activity. GDPR provides six legal bases for processing:

- **Consent –** The data subject has given permission for the organisation to process their personal data for one or more processing activities. Consent must be freely given, be clear, and easy to withdraw, so organisations need to be careful when using consent as their legal basis.
- **Performance Of A Contract –** The-data processing activity is necessary to enter into or perform a contract with the data subject. If the processing activity does not relate to the terms of the contract, then that data-processing activity needs to be covered by a different legal basis.
- **Legitimate Interest –** This is a processing activity that a data subject would normally expect from an

organisation they give their personal data to, for example, carry out marketing activities and fraud prevention. Public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of tasks as a public authority.

- **Vital Interest –** A rare processing activity that could be required to save someone's life. This is most commonly seen in emergency medical care situations.
- **Legal Requirement –** The processing activity is necessary for a legal obligation, such as on information security, employment or consumer transaction law.
- **Public Interest –** A processing activity that would occur by a government entity or an organisation acting on behalf of a government entity.

10.2 The ICO office ask that operators consider the justification of CCTV in the position in which it is implemented and review this on an annual basis. The following justification is based on a lawful basis and legitimate interest as defined by the ICO:

AREA: LAWFUL BASIS

- The Wingfield Recreation Ground (The Rec) – Public Interest (*public and employee safety, prevention of crime, investigation of crime, protection from crime*).

11 COMPLAINTS AND ENQUIRIES

11.1 Complaints and enquiries about the operation of CCTV within MPC's area should be directed to MPC's Clerk in the first instance:
Maulden Parish Council CCTV
clerk@maulden-pc.gov.uk

12 FURTHER INFORMATION

12.1 Further information on CCTV and its use is available from the following:

- CCTV Code of Practice
  https://www.gov.uk/government/consultations/surveillance-camera-code-of-practice
  https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf
- Data Protection Act 2018
  https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
- General Data Protection Regulation
  https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/

APPENDIX A
THE 12 GUIDING PRINCIPLES OF THE SURVEILLANCE CAMERA CODE OF PRACTICE

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and contemporary standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

APPENDIX B:
MAULDEN PARISH COUNCIL APPLICATION FOR CCTV VIDEO DATA ACCESS

This form is used to confirm the identity of the Data Subject, the identity and authority of the applicant (where applicable) and to assist in locating personal data relating to the Data Subject. Please complete it and send it to the address at the end of the form. If you need any help please call **07950 960532.**

SECTION 1

Full Name of Data Subject:	
Date of birth of Data Subject:	
Address and postcode of Data Subject:	
Contact number for Data Subject:	
Email address for Data Subject:	

If you are NOT the Data Subject, but are making this request on their behalf, complete this section:

Full Name:	
Date of birth:	
Address and postcode:	
Contact number:	
Email address:	
Relationship to Data Subject:	
Describe your entitlement to receive details of the Data Subject's personal data, and attach the written authority which supports this.	
Describe the written authority that you have enclosed:	

Details of request

Date of incident:	
Time range (within one hour):	
Brief description of incident including clothing worn by Data Subject at the time:	

SECTION 2
Documentation to confirm the identity of the Data Subject

Maulden Parish Council must see original documents and cannot accept photocopies. Note that Maulden Parish Council will return all documents as soon as possible via recorded delivery. If you deliver your documents in person, MPC will return them to you after verification.

(a) You must **confirm the Data Subject's identity** by sending one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

i) Full Valid Driving licence issued by a member state of the EC/EEA ☐

ii) Birth Certificate **or** Certificate of Registry of Birth **or** Adoption certificate ☐

iii) Full Valid Current Passport **or** ID Card issued by a member state of the EC/EEA **or** Travel Documents issued by the Home Office **or** Certificate of Naturalisation or Registration **or** Home Office Standard Acknowledgement Letter (SAL) ☐

If the Data Subject's name is now different from that shown on the document you submit to confirm their identity, you must also supply original documentary evidence to confirm the Data Subject's change of name eg Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

(b) You must **confirm the Data Subject's address** by sending us one of the documents listed below. Please tick the appropriate boxes to indicate which documents you have enclosed.

i) Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter ☐

ii) Council Tax demand in the Data Subject's name for the last quarter ☐

iii) Bank, building society or credit card statement in the Data Subject's name for the last quarter ☐

iv) Letter to Data Subject from solicitor/social worker/probation officer in the last quarter ☐

(c) You must also send MPC apassport-sized recent photograph of the Data Subject.

SECTION 3
Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data about the Data Subject which you process for the purposes I have indicated overleaf. I confirm that this is all of the personal data to which I am requesting access. I also confirm that I am either the Data Subject, or am acting on their behalf.

Signed _____

Print Name _____

Date _____

Make sure you have:
(a) completed all of this form.
(b) signed the declaration above.
(c) enclosed originals of identification documents.

Send them to:
Maulden Parish Council CCTV
15 Abbey Close, Ampthill,
Beds, MK45 2SH

MPC recommend you send your form and documents by a secure method eg Recorded Delivery.

Access approved or refused:	**APPROVED** Yes/No **REFUSED** Yes/No
Name:	
Signature:	
Date:	

APPENDIX C:
CHECKLIST FOR USERS OF LIMITED CCTV SYSTEMS

This CCTV system and the images produced by it are controlled by Maulden Parish Council who are responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1988).
MPC have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the public, MPC's employees and contractors, and users of MPC's owned and managed facilities. It will not be used for other purposes. MPC will conduct an annual review of their use of CCTV.

TASK	Checked	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	Yes	Clerk Tracey Bearton	May 2027
There is a named individual who is responsible for the operation of the system.	Yes	Clerk Tracey Bearton	May 2027
The problem MPC are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.	Yes	Clerk Tracey Bearton	May 2027
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	Yes	Clerk Tracey Bearton	May 2027
Cameras have been sited so that they provide clear images.	Yes	Clerk Tracey Bearton	May 2027
Cameras have been positioned to avoid capturing the images of persons not visiting the specified area.	Yes	Clerk Tracey Bearton	May 2027
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the sign(s).	Yes	Clerk Tracey Bearton	May 2027
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them	Yes	Clerk Tracey Bearton	May 2027
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.	Yes	Clerk Tracey Bearton	May 2027
Except for law enforcement bodies, images will not be provided to third parties.	Yes	Clerk Tracey Bearton	May 2027
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	Yes	Clerk Tracey Bearton	May 2027
MPC know how to respond to individuals making requests for copies of their own images. If unsure, MPC's system controller knows to seek advice from the Information Commissioner as soon as such a request is made.	Yes	Clerk Tracey Bearton	May 2027
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	Yes	Clerk Tracey Bearton	May 2027

Please keep this checklist in a safe place until the date of the next review.

APPENDIX D:
SIGNAGE TO BE USED

The scheme is controlled by
MAULDEN PARISH COUNCIL

For further information contact
clerk@maulden-pc.gov.uk

