



# BITTON PARISH COUNCIL

[www.bittonparishcouncil.gov.uk](http://www.bittonparishcouncil.gov.uk)

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## **CCTV POLICY**

### **Introduction**

The following policy and procedure has been written by Bitton Parish Council as it has in place, and may further develop, a CCTV Surveillance system within the Community Building. The system consists of several fixed cameras located at strategic points of the building. Images are recorded. This policy covers the use of CCTV equipment and the gathering of storage, use and disposal of visual data and is subject to the guidance given in the Code of Practice issued by the Information Commissioners Office. *“In the Picture, A Data Protection Code of Practice for Surveillance Cameras and Personal Information”*.

### **Policy**

#### **Objectives and Purpose of the Installation**

The system has been installed by Bitton Parish Council with the primary purposes of public safety, assisting in the detection and deterring of crime, assisting in the detection and deterring of anti-social behaviour, the monitoring and protection of Bitton Parish Council's property and assets.

No camera will be hidden from view and will be prevented from directly focussing upon frontages or rear areas of private accommodation.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

The system will not be used for any other purpose than those set out in this policy document without the prior permission of the Clerk and the Chair of the Parish Council. Any non-routine use of the CCTV system will require the approval of both the Clerk and the Chair of the Parish Council.

CCTV cameras will not be used to monitor the progress of staff or other individuals during the normal course of their business activity nor will Councillors be permitted to use the cameras to observe staff working practices or time keeping in order to assist them in the day to day management of staff.

### **Responsibility**

Bitton Parish Council has the overall responsibility for ensuring that the installed CCTV system is fit for purpose and for authorising any further system development.

The Clerk is responsible for the day to day operational aspects of the system, for authorising users and for ensuring that only authorised users access the system.

The Clerk is responsible for ensuring that all authorised users are kept up to date on legislation and changes in the Bitton Parish Council's procedures. The Clerk will routinely review the Parish Council's CCTV policy and will maintain on file, all necessary documents relating to the Parish Council's CCTV System.

Authorised users are responsible for operating the system in accordance with the requirements set out in current legislation, this policy and the Parish Council's approved procedure that may be in place.

### **Viewing Images and the Provision of Evidence**

Viewings shall only be undertaken for a specific, legitimate purpose. Casual viewings of recorded images is not permitted.

Viewings may be undertaken only by authorised users including authorised Bitton Parish Council staff and enforcement agencies such as the police.

Enforcement agencies such as the police have a legal right to access and retain recordings (and other relevant evidence) when investigating crime, including anti-social behaviour. Other requests for CCTV recorded evidence may be made directly to the Clerk by prosecution agencies, relevant legal representatives, insurance companies investigating claims and emergency services investigating accidents.

The disclosure or release of recorded material will be controlled by the Clerk and only be made to third parties in strict accordance with the purposes of the system. The Clerk is responsible for ensuring compliance with the Data Protection Act and for ensuring that recorded personal imaging and personal information not relevant to the disclosure request is obscured.

Third party agencies requesting the disclosure or release of recorded material are responsible for all costs with the provision of such material including any required image blurring. The Council may require payment of the associated costs prior to material being released.

In requesting the disclosure or release of recorded material from the Parish Council, the requesting agency accepts full responsibility for the security and management of such material and any liability issues arising from the use of such material. The Parish Council shall not be liable regarding any matter arising from the security, management or use of an authorised disclosure or release of recorded material to a third party agency.

All images shall remain the property and copyright of Bitton Parish Council.

### **CCTV Records and Security**

All personnel required to operate CCTV equipment are to receive training in the use of the equipment and shall comply with this Policy and any CCTV operating procedure adopted by the Council.

CCTV recorded images shall be routinely retained for a period of one month and thereafter deleted, with the exception of images subject to a notification by the police for retention or subject to a request for disclosure or release by a third party agency. Recorded images subject to a notification by the police or subject to a request by a third party agency shall be retained for such a period as may be necessary to conclude an investigation or claim and then be deleted.

CCTV recorded material retained by the Parish Council shall be kept secure to prevent damage and maintain the confidentiality of the subject matter.

Recorded material will not be sold nor used for commercial purposes nor will it be used in conjunction with any form of social media.

Recording equipment and recording media will be kept in a secure place and only authorised access to such equipment and media will be permitted.

Adopted -14 March 2023

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