

# Tidenham Parish Council

## CCTV Policy

This Policy is to control the management, operation, use and confidentiality of the CCTV system of Tidenham Parish Council.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets relevant legislative requirements.

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

Data must

- be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- be adequate, relevant and not excessive;
- be accurate;
- not be kept for longer than is necessary;
- be processed in accordance with individuals' rights;
- be secure;
- not be transferred to countries without adequate protection;
- be subject to guidance on good practice;

It is the policy of this Council to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. 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:

- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other relevant Enforcement Agencies with identification, detection, apprehension and, if appropriate, prosecution of offenders by examining and using retrievable evidence. Consideration on divulgence of information to a third party relating to an incident may only be made after the police have confirmed there is no ongoing interest and then at the discretion of the Parish Council.

- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display throughout the parish.
- to assist all “emergency services” to carry out their lawful duties.

A log will be kept by Tidenham Parish Council which will record each time the CCTV data is accessed and by whom.

A major change that would have a significant impact on either the purpose of this policy or operation of the CCTV scheme will take place only after discussion at Council Committee meeting(s) and resolution at full Council meeting.

The elected Parish Council retains overall responsibility for the scheme.

**Adopted 16 September 2015 – TPC Minute item 10 page 10 Sept 15**

**Reviewed and re-adopted 20<sup>th</sup> July 2016 – TPC Minute item 10 page 10 July 2016**