

# Cheswick Green Parish Council

## CCTV Code of Practice

### Management

The day-to-day operational responsibility rests with the Chairman, Vice Chairman and one other Parish Councillor. They can be contacted by email (see the Parish Council website).

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all those involved.

### **Control and operation of the system - the following points must be understood and strictly observed by operators:**

1. Operators will act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The positions of the cameras have been agreed following consultation with a professional security consultant in order to comply with the needs of the public.
3. The Police will be permitted to have access to the footage if they have reason to believe such access is necessary to investigate, detect or prevent crime or view the results of an incident. The Police are able to visit the Parish Council Office in order to review and confirm the operation of the system. The operators will log any visit to view images. There will be no public access to the footage without lawful, proper and sufficient reason following approval from the Chairman of the Council, the Vice Chairman and one other Parish Councillor.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Footage should be securely stored in order to comply with data protection and only handled by a minimum number of persons. The digital images are automatically erased after 7 days.
6. Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest.
7. As records may be required as evidence in Court any person handling a digital record may have to make a statement to the Police and sign an exhibit label. Any images handed to a Police Officer should be signed for and a record kept to identify the recording, showing the Officers name and Police station.
8. Any event that requires checking of recorded data should be detailed in a logbook of incidents and include crime numbers if available.
9. Any damage or malfunction discovered by an operator will be reported to other members of the Parish Council and the Clerk and contact made with the company responsible for maintenance. This information will be logged including when the fault is remedied.

This policy will be displayed on the Parish Council website. Any written concerns or complaints regarding the use of the system will be considered by the Parish Council in line with the existing complaints policy.