



Policy for Closed Circuit Television

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at Days Green, The High Street, North Street, and Hoggs Bridge Green Headcorn. These sites are owned and managed by Headcorn Parish Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2018). 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 all legislative requirements.

Headcorn Parish Council accepts the data protection principles of the Data Protection Act 2018. Information must be: -

- used fairly, lawfully, and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant, and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss destruction or damage

Statement of Purpose

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 fear of crime by persons using facilities at the above specified areas, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder
- to assist the police, other Law Enforcement Agencies and the Parish Council with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws.
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored.
- to assist all “emergency services” to carry out their lawful duties.

Changes to the Purpose or Policy

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



Responsibilities of the Owner of the Scheme

Headcorn Parish Council retains overall responsibility for the scheme.

Operation of the system

The Scheme will be administered and managed by an independent company (Prime One Maintenance Ltd) appointed by Headcorn Parish Council.

The CCTV systems will operate 24 hours each day, every day of the year.

Control and Operation of the Cameras, Monitors and Systems

- Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- The position of cameras and monitors have been agreed following consultation with the independently appointed security company, and with the appropriate units at Kent Police, Kent County Council and Maidstone Borough Council, as necessary.
- No public access will be allowed to the monitors. The Police are permitted access to the CCTV Digital storage if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any data request will be processed through Prime One Maintenance Ltd and sent directly to requesting agency.
- Operators should regularly check the accuracy of the date/time displayed.
- Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of essential persons. Digital images are erased after a period of 28 days.
- 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. The Clerk to the Council would inform the Chairman of the Parish Council of any such emergency.
- 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 showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.
- Any event that requires checking of recorded data should be clearly detailed in the logbook of incidents, including Crime Numbers if appropriate, and the Parish Council notified at the next available opportunity.
- Any damage to equipment or malfunction discovered, must be reported immediately to Prime One Maintenance Ltd. Such matters will be reported by the Clerk to the Council members.

Subject Access Requests

Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and may be subject to a fee. Forms are available by contacting the Clerk to the Council or can be downloaded from the Parish Council website and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month.



Accountability

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

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

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.

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