



POLICY	CCTV
VERSION	1.0
LAST REVIEWED	14 January 2025

1. Policy statement

This policy is to control the management, operation, use and confidentiality of the CCTV system located on Town Bottom toilets Bradwell. The cameras are owned and managed by Bradwell Parish Council. This policy was prepared after taking due account of the General Data Protection Regulations. It is to be used in conjunction with Bradwell Parish council's data protection policy and retention policy and will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

2. 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:

2.1 To reduce the vandalism of property and to prevent, deter and detect crime and disorder.

2.2 To assist the police, the Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws.

2.3 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.

3. Changes to the Purpose or Policy

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.

4. Responsibilities of the Owner of the system

Bradwell Parish Council retains overall responsibility for the CCTV system.

5. Management of the System

Day to day operational responsibility rests with the Clerk to the Council and Cllr Alison Taylor. Breaches of this policy must be reported to the clerk for investigation.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention.

6. Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed by operators:

6.1 Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.

6.2 No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chairman of the Council.

6.3 The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are permitted to contact either the Clerk or Cllr Taylor to review and confirm the council's operation of CCTV by arrangement. Any visit by the Police to view images will be noted.

6.5 Operators should regularly check the accuracy of the date/time displayed.

7. Storage and Retention of Images

7.1 Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of 45 days.

7.2 Should the need arise, or a data request is submitted to the council, the recording will be stopped, copied and securely stored until it is required. If it is no longer needed, then the recording will be destroyed.

7.2 Images will not normally 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 will inform the Chairman of the Council if this need arises.

7.3 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. 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 Council by the police and the outcome of its use.

Any event that requires checking of recorded data should be clearly detailed including any Crime Numbers. The council will be notified.

8. Subject Access Requests

Any request by an individual member of the public for access to their own recorded image must be made in writing to the clerk and may be subject to a fee. Any request will be submitted to the next meeting of the Council for consideration and reply, normally within one calendar month in line with the Council data protection policy and GDPR regulations.

9. Accountability

Copies of this CCTV Policy are available in accordance with the Freedom of Information Act, as are any reports that are submitted to the 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 Council, in line with the existing complaints policy.