

Tarvin Parish Council

CCTV Policy

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located on the roof of the Scout Association building at the King George V Playing Field, Tarvin. The Playing Field is a Registered Charity with Tarvin Parish Council the named Trustee.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018. The policy will be subject to a bi-annual 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.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: ZA126249.

Tarvin Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:

1. fairly and lawfully processed.
2. processed for limited purposes and not in any manner incompatible with those purposes.
3. adequate, relevant, and not excessive.
4. accurate.
5. not kept for longer than is necessary.
6. processed in accordance with individuals' rights.
7. secure.
8. not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

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:

- To reduce the fear of crime by persons using the Playing Field, so they can enter and leave the areas 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, the Parish 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.

- 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.

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 by discussion and resolution at a full Parish Council meeting.

4. Responsibilities of the Owner of the Scheme

Tarvin Parish Council retains overall responsibility for the scheme.

CCTV Code of Practice

1. Management of the System

Day to day operational responsibility rests with the Clerk to the Council. Breaches of this policy will be investigated by the Parish Council. 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. A copy will also be available for reference in the secure recording areas.

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

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

- a. Trained operators must act with integrity and not abuse the equipment or change the preset criteria to compromise the privacy of an individual.
- b. 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 Chair of the King George V Playing Field Committee. 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 can visit the playing field, to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.
- c. Access to the system for the viewing of recordings will normally be limited to the Clerk and Chair of the King George V Playing Field Committee.

d. Operators should regularly check the accuracy of the date/time displayed on a weekly basis.

e. Storage and Retention of Images. Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of persons. Digital images will be erased after a period of 28 days.

f. 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 would inform the Parish Council of any such emergency.

g. 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.

h. 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.

i. Any damage to equipment or malfunction discovered by an operator should be logged. When a repair has been made, this should also be logged showing the date and time of completion.

Contact details.

Any questions, queries, or complaints about this policy should be forwarded to the Clerk of Tarvin Parish Council

Address: Roy Cottage Townfield Lane Tarvin Chester CH3 8EG

Telephone: 01829 741075

Email: Clerk@tarvinparishcouncil.gov.uk

Adopted by Council on 24th July 2023, Minute 23/089.1

Reviewed without amendment on 28th July 2025, Minute 25/062.1