

Stimpson's Piece Charity

CCTV Policy

1. Introduction and Data Protection Impact Assessment

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located on the outside of Stimpson's Piece Pavilion operated by Stimpson's Piece Trustees, charity number 299466, which has been installed to improve security.

This policy reflects the code of practice and other guidance issued by the Information Commissioner. This policy will be subject to periodic review by the Trustees to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Trustees have ensured that this policy reflects the principles of the UK Data Protection Act 2018 & the UK General Data Protection Regulation:

- data must be processed fairly, lawfully and in a transparent manner;
- processed for limited purposes and not further processed in any manner incompatible with those purposes;
- adequate, relevant and not excessive in relation to the purpose(s);
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure.

The CCTV system has been installed to deter unlawful activity following a number of incidents of anti-social behaviour and vandalism, which caused damage to the pavilion, including broken windows, an attempt to set fire to a bench, climbing on the roof and storage containers and driving in a reckless manner on the car park and across the field causing damage to the car park surface and grass.

The recording unit is password protected and locked in a secure cabinet within a locked cupboard.

2. Statement of Purpose and Scope of Operation

The purpose of the CCTV is to maintain the security of the premises, to deter, detect and prevent crime, vandalism and anti-social behaviour, to help provide a safe and secure environment for volunteers, staff, hirers, visitors and contractors.

Eight cameras are installed and positioned so they can record activity around the outside of the Pavilion. The system will not be used to invade the privacy of any individual. Recorded footage will

only be viewed following reports of an incident, or damage to the building, picnic benches or play equipment in the vicinity of the building.

3. Responsibilities of the Trustees

The Trustees take full responsibility for the management and operation of the system.

Any major change that would have a significant impact on either, the purpose, scope or policy of operation of the CCTV scheme will take place only after discussion and approval at a Trustee meeting including an analysis of any privacy impact of the proposed change. This change would then be incorporated into this policy.

The building has a sign warning that CCTV is in operation and hirers of the Pavilion will be informed of the existence of the cameras in the standard conditions of hire.

4. Management of the System and Accountability

Day-to-day operational responsibility rests with the CCTV Operator, which will be the Chairman of the Trustees or the Clerk, who hold the keys and password to access the recordings. If the Clerk and Chairman are not available the Vice-Chair is authorised to take the role of CCTV Operator. The operation of the system will be reviewed annually.

The recording unit is password protected and locked in a secure cabinet inside a locked cupboard.

The outcome of any investigations which require footage to be accessed or retained will be notified to the Trustees.

5. Control and Operation of CCTV

The following points must be understood and strictly observed:

- The system will be only be operated by the Chairman/Vice Chair or Clerk who are responsible for how the system is used and for maintaining the Town Council's registration with the Information Commissioner's Office, as required by The Data Protection (Charges and Information) Regulations 2018
- Passwords and access codes for the camera are stored securely and never disclosed to anyone other than the Chairman and Clerk.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chair/Vice Chair of the Trustees.
- Following a report of an incident the Chairman/Vice Chair and/or Town Clerk will review the footage with the playback facility to establish the time and camera number of the incident to be exported. If a possible criminal offence has occurred the Police will be contacted.
- The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Pavilion to review and confirm the Trustee's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the Chairman/Vice Chair or Clerk and reported to the Trustees. The Trustees will support the prosecution of any offences discovered.

- Requests from individuals requesting copies of their own images will be responded to in line with guidance from the Information Commissioner.
- The CCTV Operator should regularly check the accuracy of the date/time displayed.
- Digital records will be securely stored to comply with data protection laws and will only be handled by the CCTV Operator.

6. The use of camera images

All camera recordings will be retained for up to 31 days, they will then be recorded over unless set aside as requested lawfully.

7. Contact us

Stimpson's Piece Charity (Registered Charity No: 299466)

Contact us: Reepham Town Council, Town Hall, Church Street, Reepham, NR10 4RN Tel: 01603 873355, Email clerk@reephamtowncouncil.org.uk