



PORTREATH

PARISH COUNCIL

Portreath Parish Council

CCTV POLICY

Adopted: 3rd February 2025

Policy Statement

Surveillance camera systems are used as a valuable tool to assist with public safety and security and to protect property. The parish council will operate its system to the requirements of Data Protection legislation and good practice guidelines, such as those issued by the Information Commissioner's Office (ICO), the Biometrics and Surveillance Camera Commissioner (SCC) and the Investigatory Powers Commissioner's Office (IPCO), to ensure the need for public protection is balanced with respect for the privacy of individuals.

Portreath Parish Council operates its CCTV system in a manner which respects the privacy of the people whose images are recorded.

Scope

This policy applies to the overt (open) installation on the exterior of the parish office and community hub and internal camera in the parish office, Portreath

- Portreath Parish Office and Community Hub, Sea Front, Portreath, Cornwall TR16 4NN

The CCTV system will not be used for any other purposes than those set out in this policy and images are monitored and recorded in strict accordance with this policy.

This policy applies to all system users, employees, and Councillors of Portreath Parish Council and they will all be made aware of this policy.

Legislative and Governance Framework

- Human Rights Act 1988
- UK General Data Protection Regulation (UKGDPR)
- Data Protection Act 2018 (DPA)
- DPIA guidance for carrying out DPIA's on surveillance camera systems
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000 (RIPA)

Purpose

The surveillance camera system is used

- (i) To protect the Parish Office and community public and its assets
- (ii) To protect Public Toilets its assets
- (iii) To increase staff safety and reduce the fear of crime
- (iv) To increase personal safety and reduce the fear of crime
- (v) To support the Police in a bid to deter and detect crime
- (vi) To assist in identifying, apprehending and prosecuting offenders

The surveillance camera system has not been installed to monitor activities in the vicinity of the Portreath Parish office, Community Hub and the Public Toilets.

Operation

The surveillance system will be operated fairly within all applicable laws, and only for the purposes stated in this policy.

The Parish Clerk is the named accountable officer for the system. The accountable officer will ensure that there are operating procedures in place, which are clearly documented and monitored by relevant staff. System users are restricted to specified Parish Council employees and, where there is a legitimate need, to the Council's consultants or contractors such as its IT provider or security contractor.

Standard surveillance cameras are installed which record visual images only and do not record sound.

The surveillance cameras have limited capture range. The overt cameras cover the exterior of the Parish office and Community Hub and the Public Toilets and do not cover the inside of the public toilet cubicles.

The internal camera covers only the parish office.

Data Impact Assessment

The council respects and supports an individual's entitlement to go about their lawful business, although it is recognized that there is inevitably going to be some loss of privacy when surveillance systems are in use.

A Data Protection Impact Assessment has been completed. This can be found on the council's website or by contacting the Parish Office.

Privacy Notices

To ensure that individuals are made aware of the surveillance cameras, the council has taken the following measures

- Signage outside the public toilets advising the use of surveillance cameras
- Privacy Notice on the parish council's website

Retention of Data

Images are retained for a period of 28 days. Where information is requested for legal, civil or criminal investigations and proceedings the council will seek to extend the retention period for any relevant information.

Access Rights

If a member of the public has been identified as being recorded by the council, the person can request to view the recording. This request will be treated as a Subject Access Request under the Data Protection Act 2018. There may be restrictions on this data. We will not release images if doing so would have an impact upon a criminal investigation or infringe upon another person's privacy. Availability of the recording will be subject to the retention period of the system.

No images captured by surveillance cameras will be released to other organisations until the council has received and validated a request under the Data Protection Act, and there must be a justifiable reason to request the images.

DRAFT

Review

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign

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