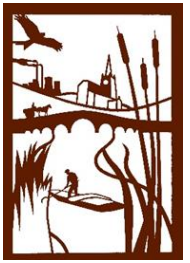


# ISLIP PARISH COUNCIL

**Chairman:** Cllr Emma Taylor    **Clerk:** Claire Tilley  
Telephone 07756 851026  
[islip.clerk@gmail.com](mailto:islip.clerk@gmail.com)    <http://www.islipparishcouncil.co.uk>



## CCTV Policy

### Introduction

The purpose of this policy is to state how Islip Parish Council complies with the Government's 12 guiding principles (see Appendix 1) in respect of the use of the Closed Circuit T.V. system throughout the Sports Field and Pavilion

### Ownership

The CCTV system is owned and operated by Islip Parish Council, the deployment of which is determined by Islip Parish Council and associated Councillors.

### Purpose

The purpose of the CCTV system is for the deterrence, detection and investigation of anti-social and criminal activity, vandalism and the safety of the users of the Sports Field and Pavilion.

### Justification

The use of CCTV within the Sports Field and Pavilion has been deemed to be justified by Islip Parish Council to comply with the purpose.

### Responsible Persons

The CCTV system is operated on behalf of the Parish Council by the Clerk to the Parish Council, or the Clerk's authorised deputy (see Appendix 2 for an authorised operatives list).

### System

The CCTV system comprises a number of fixed high definition cameras. The system operates throughout the year for 24 hours a day. The public is made aware of the presence of the CCTV system by appropriate signage.

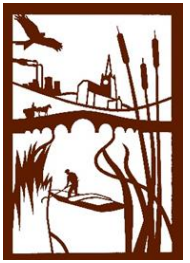
### Procedures

The following arrangements are in place in order to meet the aims of this policy:

- Other than for routine testing purposes, real-time CCTV images will **not** be monitored.
- The images that are recorded will be held securely on a hard drive in a locked inaccessible cupboard and can only be accessed (upon request or for testing/maintenance purposes) by those authorised to do so.
- The images will be digitally recorded on a rolling programme of 30 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images. Within the purpose of the CCTV system such images may be shared with the Police or an authorised third party if an offence is believed to have been committed.
- Any retention of images will be kept until they are no longer required then overwritten in the normal way.
- Any downloaded images can only be made with the consent of the Parish Clerk (as directed by the Parish Council), to a digital device and to be only made available to those who are responsible to achieve the stated legitimate purpose.

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## **Data Protection Act**

For the purpose of the Data Protection Act, the Data Controller is Islip Parish Council and the ultimate DPO is Northants CALC. Islip Parish Council are legally responsible for the management and maintenance of the CCTV System.

## **User Responsibilities**

The Parish Clerk has the following responsibilities:

- To uphold the arrangements of this policy.
- To handle images/data securely and responsibly, within the aims of the policy. The misuse of CCTV images is a criminal offence.
- To uphold the recorded procedure for subject access requests.
- To report any breach of procedure to Islip Parish Council.

## **Access log**

An access log (see Appendix 3) will be maintained by the Parish Clerk and details of access will be kept together with any consequential action taken in the CCTV Access Log.

## **Erasure and disposal**

At the end of their useful life all images will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints will be securely disposed of as confidential waste.

## **Requests to view or copy images**

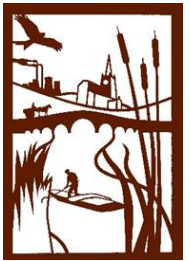
Requests to view or copy CCTV images by a third party (see Appendix 4 'Access Request Form') will be considered in the context of the Purpose and access will be limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder
- Prosecution agencies
- Relevant legal representatives
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
- Emergency services in connection with the investigation of an accident.

In the first instance, all requests from law enforcement agencies should be addressed to the Parish Clerk.

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## **Data subject access**

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the Act. They do not have the right of instant access. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Parish Clerk. 'Access Request Forms' are available for download from the Islip Parish Council website.

The Parish Clerk (as directed by the Parish Council) will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask another member of the Council to show them the data, or for a copy of the data. All communications must go through the Parish Clerk. A response will be provided promptly and in any event within 21 days of receiving the required information.

The Data Protection Act gives Islip Parish Council the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders. If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

An individual has the right to request a prevention of processing where this is likely to cause substantial and unwarranted damage or distress to that or another individual.

All such requests should be addressed in the first instance to the Parish Clerk, who will provide a written response within 21 days of receiving the request setting out their decision on the request. A copy of the request and response will be retained.

## **Policy Review**

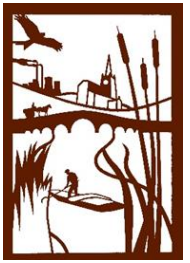
This policy will be reviewed and where appropriate be revised on an annual basis.

## **Complaints**

Islip Parish Council is responsible for the operation of the CCTV system, and compliance with this Policy. Any complaint should be addressed in the first instance to the Parish Clerk, [islip.clerk@gmail.com](mailto:islip.clerk@gmail.com)

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All information provided will be treated confidential and in accordance with the Data Protection Act 1998 and in accordance with the General Data Protection Regulations.

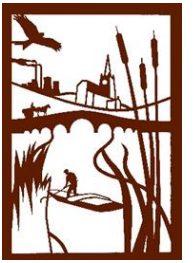
## **Appendix 1. The guiding principles of the Surveillance Camera Code of Practice 2021**

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

# ISLIP PARISH COUNCIL

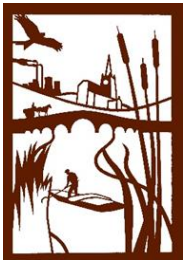
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## Appendix 2. Authorised System Users

<u>Name</u>	<u>Position Held</u>
Claire Tilley	Islip Parish Clerk
Cllr R Maxwell	Chairman to Sports Field Committee
Cllr E Taylor	Chairman to Islip Parish Council

### Appendix 3. CCTV Access Log

[illegible]

## Appendix 4 – Access Request Form

### ACCESS REQUEST FORM - CCTV

Please complete and return this form to the Parish Council Clerk using the address below.

**Islip Parish Council, Parish Clerk, c/o 59 Carter Ave, Broughton, NN14 1LY or**  
[islip.clerk@gmail.com](mailto:islip.clerk@gmail.com)

APPLICANT(s) DETAILS
Name of applicant: _____
Name of Organisation (if applicable): _____
Postal address: _____
email address: _____
Phone number: _____
CCTV – copy request (amount of copies): _____
Date required from: _____ To: _____
Time covering: _____
Which camera: _____
Date: _____
Signature: _____
<b>Please note: You may be asked to provide evidence of your identity, eg a driving licence or passport, and proof of address.</b>