



CCTV Code of Practice

This document complies with the Code of Practice prepared by the Surveillance Camera Commissioner (SCC) published in 2013.

Purpose of CCTV system

To identify and record incidents of anti-social behaviour at the Community Centre play area.

To act as a deterrent for unacceptable behaviour by siting clearly visible on two roof mounted poles with seven cameras in total and providing clear signage of the existence and use of CCTV.

Following incidents of unacceptable and/or serious antisocial behaviour, the captured images are to be used to identify the individuals involved and, with the involvement of the Police (PCSO), take appropriate and proportionate action.

Privacy

The CCTV poles, and its 7 cameras, will be sited in such a way as to avoid any images of nearby homes and gardens in order to respect the privacy of nearby residents.

The zones covered by the system are the Parish Council's domain of the play area, open space, MUGA and Community Centre car park.

Transparency

Signage will be in place at the play area. These signs will contain rules for the use of the open space, MUGA and play area as well as clear notification that LOSTOCK GRALAM Parish Council operate a CCTV system covering the area.

Responsibility and Accountability.

The CCTV system will be owned and operated by LOSTOCK GRALAM Parish Council.

The Clerk to the Council shall have principal access to the CCTV recordings which from time to time will be shared with the Police Community Service Officer (PCSO).

The Chairman and a designated Councillor will also have access in case of emergency or the unavailability of the Clerk.

No other Council Officer or Councillor shall have access to the system or the recorded images.

Contact details for information and/or complaints will also be provided on the site notice boards.

Rules, Policies and Procedures

The authorised operators of the system are the Parish Clerk, Chairman and one other designated parish councillor who shall receive training in its use by the suppliers of the equipment. These persons are fully aware of the legal obligations surrounding the use of CCTV (Data Protection Act, Surveillance Camera Code of Practice etc.)

The Policies contained in this code of practice have also been communicated to all Councillors who are fully aware of the obligations and limitations of CCTV use and images.

Should there be a need for the authorised operator to have a Security Industry Authority (SIA) licence, then the Council will authorise this.

Periodically, the CCTV system and its operating rules will be audited by the Council to ensure its continued compliance with the SCC guidance.

Storage of Images

CCTV images will be continuously recorded and are routinely and automatically deleted after 30 days.

Images required for follow up actions, including disciplinary actions by the Police, shall be retained for as long as necessary. Following such actions, the images will be manually deleted from the Council system and only the files held by the Police will be retained for their Law Enforcement purposes.

A periodic audit of the image recording system and retained image management will be undertaken by the Council to ensure that photographic and film images are routinely deleted when no longer required.

Access

Only the Clerk and Chairman of Lostock Gralam PC are authorised to have access to the CCTV system and to share the images with the Police (PCSO) or by members of the public who request to see the recorded images of themselves (or minors for whom they're responsible).

Should such a request be made, the Clerk is authorised to facilitate accompanied viewing of images relating to a particular incident affecting such individuals. Paper copies of images-(stills or sequential actions)-may be provided in response to a legitimate request by an affected individual.

Other Council members will NOT be authorised to view any of the retained CCTV images but can observe the routine operation of the system as part of their overview and audit process.

Approved Standards

The surveillance equipment purchased by the Council, together with its installation and operation, complies with the standards and requirements of the CCTV Code of Practice.

The principal operator (Clerk to the Council) has been trained to the Industry Standard and is regarded as a Competent Operator who is fully aware of the obligations and sensitivities of operating such a system.

The system will be periodically examined and maintained by the suppliers in accordance with Industry standards and principles of good practice.

Security and Safeguards

The CCTV control unit and viewing screen will be housed in a lockable enclosure. The enclosure/cabinet will be installed in the Community Centre office which is kept locked when not in use.

Remote access will be password protected and the password only known to the Clerk and the Chairman of Lostock Gralam PC.

Reviews and Audits

The surveillance system will be reviewed annually and in accordance with Industry standard and general Good Practice.

The Audit will be carried out by Industry specialists and/or Councillors trained in the standards applying to such a system and the requirement of this Code of Practice.

The audit process will review not only its day-to-day operation, but also the security and procedures for access to, and management of, retained images.

The continued need for the system must be critically examined, to ensure it continues to be proportionate and cost effective. The annual review should also evaluate alternative interventions to supplement or replace CCTV.

Support of Law Enforcement

The Council are satisfied that the CCTV system shall be installed for legitimate reasons, in response to a pressing need, and be used in the most effective way to support public safety and law enforcement.

The images captured by the system will be invaluable in identifying perpetrators of anti-social behaviour and, with the assistance of our local PCSO be used to take appropriate action including prosecution.

Overview by the Police (PCSO) assures us that the system shall provide images of evidential value without enhancement or digital processing.

Reference Database

As part of the annual audit, the technical and performance standards of the system are reviewed against improved or changed industry systems and quality standards to ensure our system is reasonably up to date, and continues to meet our needs for evidential images.

The Council doesn't presently use any devices for surveillance (ANPR, body worn video cameras or Drones, but are aware of these technologies and of the additional standards and procedures required for their use.

We do not undertake Covert Surveillance.

This Code of Practice was adopted by the Lostock Gram Parish Council October 2021