

KEGWORTH PARISH COUNCIL

CCTV Policy



Approved by:	Full Council	Date: 1/8/22
Last reviewed:	August 2022	
Next review due:	August 2023	

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CCTV POLICY

Introduction

This Policy is to control the management, operation, use and confidentiality of the Mobile CCTV system in the Parish of Kegworth and owned by Kegworth Parish Council.

It was prepared after taking due account of the Code of Practice (2013). This policy will be subject to periodic review by Kegworth Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Kegworth Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

Statement of Purpose

It is important that everyone likely to be affected by the deployment of the CCTV cameras should be aware of their use. Deployments will only be considered where at least one of the following key objectives have been met:

- To improve economic, social and environmental wellbeing by preventing and detecting crime including environmental crime
- Support the aims of the Community Safety Partnership and Joint Action Group.
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing anti-social behaviour
- Reducing the fear of crime

Changes to the Purpose or Policy

A 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 after discussion and resolution at a Parish

Council meetings. All agendas are posted on the Parish Council notice board at least 3 clear days (excluding Sundays and Bank Holidays) before Council meetings.

Responsibilities of the Owners of the Scheme

Kegworth Parish Council retains overall responsibility for the scheme, but has delegated the operation and management of the system to North West Leicestershire District Council. Kegworth Parish Council will comply with the policy of North West Leicestershire District Council. Kegworth Parish Council has a Process document that shows this process, including the use of Privacy Impact assessments.

A service level agreement Between Kegworth Parish Council and North West Leicestershire District Council formalises this agreement.

Access to Images

In accordance with people's right to access images of themselves, we will conform the North West Leicestershire District Council policy on Subject access.

Loaning our Camera

Kegworth Parish Council owns 2 cameras. This Policy only covers the use of cameras within the boundaries of the Parish of Kegworth. If other Councils benefited from the use of these cameras, they would need to have their own policies in place.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as are any reports that are submitted to Kegworth Parish Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by Kegworth Parish Council, in line with the existing complaints policy.

This policy will be reviewed annually.