



DANBURY PARISH COUNCIL

CLOSED CIRCUIT TELEVISION (CCTV) PROTOCOL

Adopted 11th May 2016

Revised May 2019

Introduction

Danbury Parish Council in its duty of care to its residents and staff, and mindful of its responsibility with public property and monies, is committed to ensuring that the most appropriate measures are in place to protect public assets and the safety of all persons.

This protocol is to control the management, operation, use and confidentiality of the CCTV system at Mayes Lane Car Park, Mayes Lane, Danbury, Essex CM3 4NJ

Legislation

This protocol has been produced in line with current legislation:

The Information Commissioner's Office updated code of practice of 2008 under the Data Protection Act 1998 covering the use of Closed Circuit Television (CCTV).

The Protection of Freedoms Act (POFA) – new Surveillance Camera Code of Practice issued by the Secretary of State 2013, monitored by the Surveillance Camera Commissioner.

This protocol aims to ensure that Danbury Parish Council operates its CCTV system in a legal manner, with all due respect for the privacy of individuals.

Purpose of the Cameras

To act as a deterrent to criminal activity, vandalism, anti-social behaviour and criminal damage in Mayes Lane Car Park and the Groundsman Compound (known as Robin's Nest).

To obtain evidence of criminal activity, vandalism, anti-social behaviour and criminal damage in Mayes Lane Car Park and the Groundsman Compound (known as Robin's Nest).

Equipment

The equipment is the property and responsibility of Danbury Parish Council

A 2Tb network video recorder is attached to the corporate LAN and receives & records feeds from three HD (1080P) IP cameras. These cameras have a 3.6mm lens and are equipped with infra red LED's for night vision. A 5.8Ghz point to point link transmits the data from Robins nest to the Parish office. The recording schedule is set to record 24/7 at a resolution of 1080P / 12FPS. This equipment was supplied and installed by: Stealth Electronic Security, Chelmsford, Essex in 2016.

In April 2019 a fourth camera was installed by Communicate UK, namely: Hikvision White Turret IP Camera, 1080p 3.6mm Lens with Infra Red Led's for Night Vision recording

Annual maintenance of the equipment will be undertaken by: Communicate UK, South Woodham Ferrers, Chelmsford, Essex, CM3 5UL – Tel: 01245 429200.

Location

All four cameras are located on the Groundsman Compound, known as Robin's Nest, in the Car Park, Mayes Lane: two on the compound end of the building and two at the other end of the building by the entrance to the car park.

Signage

All people entering Mayes Lane Car Park are made aware of the presence of CCTV through signage.

Management of the CCTV

Images are transmitted live to the Parish Council Office, but only the Parish Clerk has access to view live footage or review historic data. In the absence of the Parish Clerk the Assistant Clerks will be able to review with a 'Secure Password' which will be locked in a secure place. If the 'Secure Password' is used, this will then be changed for any future use.

Disclosure of CCTV images to the police or other law enforcement agencies shall be made where requested by those agencies for the purpose of crime prevention and detection. Details of all disclosures will be recorded on a 'Footage Disclosure Form' and signed accordingly by both parties.

All CCTV data is erased on a regular basis. Images shall only be retained by the Parish Clerk in compliance with current guidelines within the Code of Practice or as requested by the Police.

Accountability

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

The Police will be informed of the installation and provided with a copy of this amended CCTV Policy. Any written concerns, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name
Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)