



Serving the community

Blaby Parish Council

GENERAL POLICY NO.18

CLOSED CIRCUIT TELEVISION (CCTV) MANAGEMENT AND OPERATION POLICY

1. Introduction

Blaby Parva Parish Council uses Closed Circuit Television (CCTV) to provide a safe and secure environment for staff, users of the facilities and visitors, and to protect property.

This document sets out the accepted use and management of the CCTV equipment and images to ensure Blaby Parva Parish Council complies with the Data Protection Act 1998, Human Rights Act 1998 and other legislation.

2. Scope

The policy is binding on all employees of Blaby Parva Parish Council and applies also to other persons who may, from time to time, and for whatever purpose, be present on its premises

3. Responsibility

The CCTV is owned and operated by Blaby Parva Parish Council.

Responsibility for managing the CCTV system and for monitoring implementation of this Policy is delegated to the Manager of the Council.

4. Purpose of CCTV

The purpose of the CCTV system at Blaby Parish Council is for the following specific purposes:

- To discourage delinquent and anti-social behaviour
- To deter and detect crime, including theft and criminal damage
- To enhance the safety and well-being of staff, users of the facilities and members of the public
- To assist in the overall management of buildings and Council facilities

Where, in carrying out these purposes, images are obtained of persons committing acts of an illegal nature and/or acts which breach the Council's Rules and Regulations, these may be used as evidence.

CCTV systems will not be used for purposes other than those specifically indicated above.

5. Covert Recording

Blaby Parva Parish Council may only undertake covert recording with the written authorisation of Chairman of the Council following a full Council decision where:

- informing the individual(s) concerned that the recording is taking place would seriously prejudice the reason for making the recording;
- there is good cause to suspect that an illegal or unauthorised action(s) is/are taking place or about to take place.

6. Cameras

The following guidelines will be observed when installing CCTV systems:

- cameras must not be hidden from view and must be sited in such a way as to ensure that they only monitor spaces intended to be covered;
- signs must be displayed so that everyone is aware that they are entering an area that is covered by surveillance equipment;
- signs must indicate the purposes for which cameras are installed and contact details of the manager of Blaby Parish Council - Mrs Vicki Jepson - Telephone 0116 2784728 or Mobile 07572 123492
- camera locations are detailed in Appendix A.

7. Images

It is important that access to, and disclosure of, images is restricted and carefully controlled, not only to safeguard the rights of individuals but also to ensure that evidence remains intact should the images be required for evidential purposes.

8. Retention

CCTV images held on the hard drive of the CCTV system will be overwritten on a recycling basis every 30 days. Stored images on removable media will be erased or destroyed once the purpose of the recording is no longer relevant.

9. Access and disclosure of images

Access to, and disclosure of, images recorded on CCTV will be restricted and controlled to ensure that the rights of individual are retained, and to ensure that the images can be used as evidence if required.

Access to recorded images will be restricted to authorised staff only. Any images retained for evidence will be stored securely.

Disclosure to third parties will be limited to:

- police and other law enforcement agencies, where the images recorded could assist in a specific criminal enquiry;
- prosecution agencies and relevant legal representatives;
- individuals whose images have been recorded and retained (unless disclosure would prejudice criminal enquiries/proceedings);
- to others to assist in identification of a victim, witness or perpetrator in relation to the incident.

10. Access rights

The Data Protection Act 1998 allows individual the right to access personal information about them, including CCTV images.

Requests for access to images by individuals should be made in writing to the Manager of the Council.

11. Complaints

Complaints and enquires about the operation of the CCTV system should be addressed to the Manager of the Council.

12. Review

This CCTV Management and Operation Policy will be subject to regular review to ensure compliance with relevant legislation.

Appendix A

Camera Locations	
1	Oakfield Park, Hospital Lane - Overlooking the front of the building and skate ramp.
1	Oakfield Park, Hospital Lane - Overlooking the rear of the building.
1	Oakfield Park, Hospital Lane – Overlooking the side of the building, metal store & basketball court.
1	Oakfield Park, Hospital Lane - Overlooking the car park & ground staff store room.
1	Blaby Civic Centre – Inside the front main doors
1	Blaby Civic Centre – Inside the reception area
1	Blaby Civic Centre – Overlooking Leicester Road (towards Northfield Park)
1	Blaby Civic Centre - Overlooking Leicester Road (towards Cross Roads)
1	Blaby Civic Centre – Overlooking Front Car Park
1	Blaby Civic Centre – Overlooking Front Car Park
1	Blaby Civic Centre – Overlooking Side Entrance (Behind the Electric Gates)
1	Blaby Civic Centre – Overlooking the Rear Car Park & Garages
1	Blaby Civic Centre – Overlooking the Rear Car Park
1	Blaby Civic Centre – Overlooking the Right Hand Side of the Civic Centre
1	Blaby Civic Centre – Overlooking Front Car Park
1	Blaby Civic Centre – Overlooking Mini Roundabout (Leicester Road)
	Blaby Civic Centre – Server Room

Adopted – May 2017

Reviewed Yearly, Last Updated November 2019