



# Dartmoor Forest Parish Council

## TITLE: Princetown CCTV Policy

### DOCUMENT MANAGEMENT

This document constitutes Version 1; to be adopted on 26 January 2021. Provisionally approved by council's CCTV sub group 21 January 2021.

### Introduction

Dartmoor Forest Parish Council (DFPC) uses a surveillance camera system (or closed-circuit television; CCTV) to detect and deter crime and anti-social behaviour in the village of Princetown. The system comprises a number of fixed cameras. No systems have sound recording capability. All systems are of a High-Definition quality and include Automatic Number Plate Recognition (ANPR) capabilities.

The CCTV system is owned and operated by the Council and deployment is determined by the Parish Clerk under guidance from the Council. The CCTV footage is reviewed remotely by the Council as necessary.

### Data Protection

The policy was prepared after taking due account of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA). In addition, a Data Protection Impact Assessment, including risk assessment, was completed and approved by the Council in January 2021. This will be reviewed on an annual basis.

This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Council is committed to ensure that the data will 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;
- not transferred to other countries.

The person responsible for Data Protection within DFPC is the Clerk.

The Council is registered with the Information Commissioner under the terms of the Data Protection Act 2018 (registration number: ZA153308). The use of CCTV and the associated images is covered by the Data Protection Act 2018 and GDPR. This Policy outlines the Council's use of CCTV and how it complies with regulations.

The Clerk is the Parish Council's Data processor and is responsible for the Council's Data Protection Policy.

All authorised users with access to images are aware of the procedures that need to be followed when accessing the recording images. All users are aware of the restrictions in relation to access to, and disclosure of, recorded images.

## **Statement of Intent**

The Council complies with the Information Commissioner's CCTV Code of Practice and Surveillance Commissioner's Code of Practice to ensure it is used responsibly, and safeguards both trust and confidence in its continued use. In addition, all guidance from the Surveillance Camera Commissioner has been fully considered when developing the system and this policy.

In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Images are recorded 24 hours per day, every day of the year, and HD quality cameras, with night vision functionality, are used.

## **Siting the Cameras**

Cameras will be sited so that they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018. The Council will ensure that the coverage of the cameras is restricted to public areas.

## **The purpose of the CCTV Scheme**

The requirements of the scheme were assessed by the Parish Council, in consultation with the local community, Devon & Cornwall Police, West Devon Borough Council and Dartmoor National Park Authority.

The purpose of the scheme is as follows:

- to provide a safe and secure environment for the benefit of those who might visit, work or live in the area;
- CCTV recordings are to be used for public safety interests and the prevention and detection of crime;
- recordings also provide enforcement agencies with evidence of criminal activity,
- for formal actions including prosecutions in court and identification of offenders in investigations;
- to specifically reduce the amount of dangerous and anti-social driving in the village, resulting in a material reduction in the noise disturbance and a material reduction in the risk that individuals and property would be hurt and damaged by dangerous driving;
- as a deterrent to other crimes including vehicle theft, vandalism, anti-social behaviour and burglary.
- it will also provide reassurance to the public and provide an effective means of detecting crime and assisting the Police in identifying offenders.
- to deter potential offenders by publicly displaying the existence of CCTV and signs on display in areas being monitored.

## **Storage and Retention of CCTV Images**

Recorded data will be retained for no longer than 31 calendar days. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

### **Access to CCTV Images**

Access to recorded images will be restricted to; the Clerk, specific councillors approved for this purpose by the Council and the Council's approved technical contractor, and will not be made more widely available.

### **Subject Access Requests**

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the Clerk using the form set out within this Policy, and each application will be assessed on its own merits. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified.

The Council will respond to requests within 28 calendar days of receiving the written request. The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### **Access to and Disclosure of Images to Third Parties**

There will be no disclosure of recorded data to third parties other than to authorised personnel for the purposes detailed above, this will be specifically authorised personnel from Devon & Cornwall Police and West Devon Borough Council.

### **Complaints**

Complaints and enquiries about the operation of CCTV within the Council should be made using the process set out within the Complaints Policy, which is available on the Council's website.

### Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
1	Adopted	Jan 2021
1	Reviewed and readopted.	28 June 2022

Next review required by:	28 June 2023
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**CCTV Operations System – Data Protection Act 2018**  
**Subject Access Requests – Application Form for the General Public**

**Section 1 – About Yourself**

The information requested below is to help the Parish Council satisfy itself as to your identity, and to find any data held about yourself.

**PLEASE USE BLOCK LETTERS**

Title: (circle as appropriate)	Mr Mrs Miss Ms Other: .....
Surname:	
First Name(s):	
Maiden Name:	
Gender:	
Height:	
Date of Birth:	
Current Home Address:	
Tel no:	
If you have lived at the above address for less than 3 years, please give your previous address:	

**Section 2: Proof of Identity**

To help establish your identity, your application must be accompanied by **two** official documents that between them clearly show your name, date of birth and current address. For example: driving licence, medical card, passport, birth/adoption certificate, or other official document that shows your name and address. Also, a recent, full face photograph of yourself. Failure to provide this proof of identity may delay your application.

**Section 3 – Supply of Information**

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Do you wish to:

- (a) Receive a permanent copy: YES / NO
- (b) Only view the information: YES / NO

**Section 4 – Helping us find the Information**

If the information you have requested refers to a specific offence or incident, please complete this section. Please complete a separate box in respect of different categories / incidents / involvement. Continue on a separate sheet if necessary.

Were you (tick relevant box):

A person reporting an offence or incident	
A witness to an offence or incident	

A victim of an offence	
A person accused or convicted of an offence	
Other (please specify):	

Date and time of incident:

Place incident happened:

Any other useful or identifying information:

**Section 5 – Declaration**

To be signed by the applicant.

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed: .....

Date .....

Print Name: .....

**WARNING:** A person who impersonates or attempts to impersonate another person may be guilty of a criminal offence. Where impersonation is suspected, the Police will be informed.

Please ensure that all parts of this form have been completed and return a signed hard copy to:

The Parish Clerk  
 Dartmoor Forest Parish Council  
 Applegarth  
 Walkhampton  
 Yelverton  
 Devon  
 PL20 6JP

Your request will be processed within 28 calendar days of receipt

**FOR OFFICE USE ONLY:**

Application checked and legible?

Date application received:

Identification documents checked?

Documents returned? YES / NO

Details of 2 documents supplied:

Incident report completed? YES / NO

Incident report no.

Details of person completing this section:

Name:

Position:

Signature:

Date: