

Ardleigh Parish Council

CCTV Procedures

Definitions

SYSTEM OPERATOR

The body that takes a decision to deploy a surveillance system is responsible for defining the purpose, the control of its use and the processing of personal data. The system operator of the Ardleigh Parish CCTV System is Ardleigh Parish Council.

SYSTEM USERS

The persons employed by the System Operator with access to live or recorded images. The System Users of the Ardleigh CCTV System are the Parish Clerk, together with the Chairman or Cllr Chase-Gardener of the Parish Council.

THE CONTRACTOR

AceTech Ltd

THE ARDLEIGH CCTV SYSTEM

The cameras, DVR, monitor, cabling and internet link located at Ardleigh Village Hall. Appendix A shows the area of coverage of the CCTV system.

PRIVACY IMPACT ASSESSMENT

Privacy impact assessments (PIAs) are a tool that used to identify and reduce the privacy risks of a project with regard to personal data. A PIA can reduce the risks of harm to individuals through the misuse of their personal information. It can also help organisations design more efficient and effective processes for handling personal data.

PERSONAL DATA

Data that can identify an individual and/or that can be used to inform actions or decisions that affect them.

CCTV POLICY

The aim and purpose of the CCTV system and the guiding principles to be applied to it.

CCTV PROCEDURES

The detailed procedures assigned to the System Users which are to be followed in operating the system.

CCTV Procedures

The Parish Clerk, together with the Chairman or Cllr Chase-Gardener of the Parish Council, are the designated System Users.

Security

The CCTV system is to be kept under lock and key at all times and is only to be accessed by the System Users or the installing contractor.

Password protection is to be used to ensure unauthorised access is denied both at the site and from remote access.

Requests for Data Requests for data are likely to come from two sources:

- The Police when investigating a potential crime.
- An individual or individuals requesting information through a complaint or subject access request

These are the only reasons that data may be released, and this must always be carried out by the System Users or, in cases of their absence, the contractor. The contractor may only be approved access to release data with the agreement of the Chairman of Ardleigh Parish Council.

Data to be considered for release will be saved to a removable disk and only that data which provides the information required is to be saved to a uniquely referenced removable disk or USB stick

A log of information provided as a result of a request is to be maintained by the System Users.

Removable disks are to be labelled clearly and a record kept of their whereabouts.

Removable disks or USB sticks must be cleared of data when it is no longer required.

Data Reliability

The system is to be checked every month to ensure that:

- Data can be transferred to a removable disk.
- Data quality is suitable for the purposes of crime detection and cameras cover the area required and no additional areas.
- Time stamps are up to date

Data Controller Register

The ICO register of data controllers is to be kept up to date by the System Operator.

Privacy Impact Assessment (PIA) The PIA is to be reviewed annually with the first review due on 1st April 2018. Policy and Procedures Review

This Policy is to be kept under annual review and the first review is due in April 2018.

Committee Room Normal Use

In normal use the camera in the Village Hall Committee Room is to be set **NOT** to record. It can be set to record only at the verbal and written request of the Chair of the Parish Council.

Appendix A to Ardleigh Parish Council CCTV Procedures

NB coverage shown by red hatching

