



## BRANSTON PARISH COUNCIL – CCTV POLICY

The CCTV system covers the pavilion and surrounding areas and is controlled by Branston Parish Council.

The CCTV system is operated on behalf of the parish council by the clerk.

- 1 CCTV images are monitored for the purpose of public safety, crime prevention and the detection and prosecution of offenders.
- 2 Images are retained for a 30 day period. This is a reasonable period of any incident that may have occurred within the range of the cameras.
- 3 CCTV notices are displayed.
- 4 A maintenance log is kept of the system
- 5 The cameras are checked periodically to ensure that they are operational by clerk/chairman/vice chairman.
- 6 Enquiries concerning the CCTV system must be actioned through two members of the parish council and may involve the police.
- 7 Where viewing of a recording is granted a 'Viewing Agreed Form' is to be completed. A record of the time and date of viewing, name and signature of the person authorising the viewing, name and address of the person viewing the recording and the reason for viewing along with date and time of the recording to be viewed and the outcome (if any) of the viewing.
- 8 Copying if required by the police, as evidence is permissible. Details of the police officers number and station will be recorded. Unauthorised use of the system may be a criminal offence.
- 9 Members of the public, whether or not they are representatives of organisations using premises located on the parish councils property are not permitted to view recordings. The recording system is kept in a locked room to avoid unauthorised access.
- 10 To comply with Data Protection Act, the parish council will be registered with the Information Commissioner.
- 11 Where viewing is denied, a record is kept of the time and date of the request for viewing along with the name and address of the person asking to view along with the reason for denying the request.

Adopted by full council:.....

Date: .....