



WROUGHTON PARISH COUNCIL

CCTV Policy

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1 Introduction

Closed Circuit Television (CCTV) has been introduced at various locations managed by Wroughton Parish Council. This section allows you to find out more about the system and the responsibilities that are required in using such a system.

The fixed cameras are on or adjacent to Wroughton Parish Council owned buildings situated in public open spaces. This policy has been endorsed and approved by Wroughton Parish Council and defines the purposes and principles of the operation of the system.

2 Background

2.1 The Wroughton Parish Council CCTV System currently consists of:

- Fixed Public Space CCTV cameras
- Fixed internal security cameras at council premises

2.2 The system is not routinely monitored but is accessed as and when the need arises.

2.3 The system operates in accordance with a Code of Practice that complies with current legislation including the Human Rights and Data Protection Act.

2.4 Wroughton Parish Council does not conduct covert surveillance. Unless required as part of a criminal investigation, all images are retained for a maximum of 14 days before being overwritten.

2.5 Access to images and equipment is strictly controlled, with images only shared with the Police, other law enforcement agencies and members of the public that requests an image of themselves.

3 Aims & Objectives

3.1 To deter crime

3.2 To assist in the detection of crime

3.3 To reduce the fear of crime

3.4 To improve public protection

3.5 To improve the safety and security of residents, visitors and the business community who use the facilities within the areas covered

3.6 To facilitate the apprehension and prosecution of offenders in both criminal and public order offences

3.7 To discourage anti-social behaviour including alcohol and drug related issues

3.8 To deter vandalism

3.9 To assist the Council in monitoring and managing its assets and areas of responsibility

3.10 To enhance the environment and thereby improve the enjoyment of the Council's facilities by all who use them

4 Statement in Respect of The Human Rights Act 1998

4.1 Wroughton Parish Council recognises that public authorities and those organisations carrying out public service functions have to observe the obligations imposed by the Human Rights Act 1998.

4.2 Wroughton Parish Council considers that the use of CCTV in various locations within the land they manage is a necessary, proportionate and suitable tool to help reduce crime, reduce the fear of crime and improve public safety.

4.3 Section 163 of the Criminal Justice and Public Order Act 1994 creates the power for local authorities to provide closed circuit television coverage of any land within its area for the purposes of crime prevention or victim welfare.

4.4 CCTV also fulfils its duty under the Crime and Disorder Act 1998.

4.5 It is recognised that operation of the CCTV System may be considered to infringe on the privacy of individuals.

4.6 The Council recognises its responsibility to ensure that the scheme should always comply with all relevant legislation, to ensure its legality and legitimacy.

4.7 The scheme will only be used as part of the response to identified problems and be used only in the interests of national security, public safety, the economic wellbeing of the area, for the prevention and detection of crime or disorder, for the protection of health and morals, or for the protection of the rights and freedoms of others.

4.8 The policy and observance of the procedures contained in the Operational Procedures shall ensure that evidence is gathered, retained and made available as required to ensure there is absolute respect for everyone's right to a fair trial.

4.9 The CCTV System shall be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and avoiding discrimination on grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

5 Copyright

Copyright and ownership of all material recorded by the System will remain with the Data Controller (Wroughton Parish Council).

6 Cameras and Area Coverage

6.1 The areas covered by CCTV to which the Code refers are the various public areas managed by Wroughton Parish Council.

6.2 All of the fixed location cameras offer full colour images. Some cameras offer pan tilt and zoom (PTZ) capability. Some of the cameras may automatically switch to monochrome in low light conditions.

6.3 None of the cameras forming part of the system will be installed in a covert manner. Some cameras may be enclosed within 'all weather domes' for aesthetic or operational reasons but the presence of all cameras will be identified by appropriate signs in accordance with the Information Commissioner's Code of Practice for CCTV systems.

7 Monitoring and Recording Facilities

7.1 The CCTV is not routinely monitored. Monitoring will only take place in circumstances as set by the operational procedures, by authorised staff. The CCTV equipment for the fixed cameras can record all cameras simultaneously at each site throughout every 24 hour period. Each site has an independent system.

7.2 CCTV operators are able to produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with the Code of Practice. All viewing and recording equipment shall only be operated by trained and authorised users.

8 Human Resources

8.1 Unauthorised persons will not have access to the CCTV.

8.2 All operators shall be made aware of their responsibilities in relation to the requirements of the Human Rights Act 1998, Data Protection Act 2018, Regulation of Investigatory Powers Act 2000 and the Codes of Practice and Procedures. Further training will be provided as necessary.

9 Processing and Handling of Recorded Material

All recorded material, whether recorded digitally, in analogue format or as a hard copy video print, will be processed and handled strictly in accordance with this Code of Practice and the Operational Procedures.

10 Operators Instructions

Technical instructions on the use of equipment are contained in a separate manual provided by the equipment suppliers.

11 Change to the Code or the Procedural Manual

Any major changes to either the policy or the operational procedures, (i.e. such as will have a significant impact upon the policy or upon the operation of the system) will take place only after consultation with the Council.

Policy Revision

Register of amendments

Date	Description	Page Number	Committee
September 2018	Issue	All	FC
May 2023	Formatting change (V1.1)	All	FC