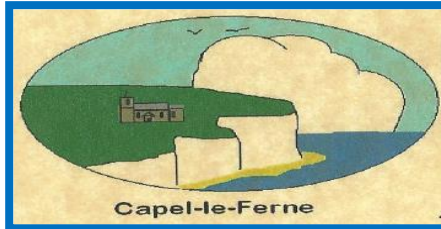


CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council
Maureen Leppard



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Policy and Procedure **ACCESS TO CCTV DATA**

Purpose of this document

The purpose of this document is to outline a process and procedure which describes the management of requests to view data recorded on the CCTV system, located at Capel-le-Ferne Village Hall, Lancaster Avenue, Capel-le-Ferne, Folkestone, Kent. CT18 7LX.

Background

CCTV and lighting - in 2007, this system was originally funded by Dover District Council Crime and Disorder Reduction Partnership, Capel-le-Ferne Parish Council and Capel-le-Ferne Village Hall Management Committee and was installed to cover the area around the Village Hall, the Car Park and Children's Playground and Playing Field.

From 2013 the sole management of this system was transferred from Capel-le-Ferne Village Hall Management Committee to Capel-le-Ferne Parish Council. Permission to record all areas listed above is given by the Parish Council and warning signs, visible from outside, have been displayed at the Village Hall.

System

The system selected records to hard disc and copies may be taken to use as evidence elsewhere. Any copy taken is automatically encrypted with a code decipherable at the Police Station. The Parish Council does not have access to this software.

Registration has been discussed with the Data Protection Authority, (Information Commissioners Officer) and has been acquired accordingly.

The external cameras (Low Light Colour, High Resolution, Anti-Vandal Housing with Varifocal Lens) follow a predetermined pattern. Adjustments to this can only be carried out by a qualified service engineer. The cameras cannot be controlled from within the Village Hall.

The system has been installed purely for the prevention and detection of crime and disorder, including anti-social behaviour and public safety. Images will be used solely for this purpose. Any other changes will need discussion with the Data Protection Authority.

Process

All requests (including those from the Police) to view the data, should be made in writing to the Parish Clerk, giving reasons why the data needs to be viewed. The request will be acknowledged within three working days. Details of the request will be discussed with the Data Protection Authority and their advice followed. Records will be kept of dates and times of such conversations, as well as the names of individuals involved.

Day to day administration may be delegated by Capel-le-Ferne Parish Council, provided the decision and details are recorded in the minutes. Those with authority to view images in situ are the Clerk and/or Chairman of Capel-le-Ferne Parish Council. A service engineer may on occasions view data for maintenance purposes with the permission from Capel-le-Ferne Parish Council.

Exceptions

Legislation allows for this process to be circumvented, such as the Police invoking Section 39. Any legal application will receive full co-operation.

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REQUEST TO VIEW/COPY FOOTAGE FROM THE CCTV SYSTEM AT CAPEL-LE-FERNE VILLAGE HALL

This system has been installed solely to support the prevention and detection of crime and disorder, including anti-social behaviour and public safety.

Name of person requesting copies of the recording:

.....

Organisation: Identifier:

Description of footage required:

.....

.....

Signed by: Date:

For Capel-le-Ferne Parish Council use only

Date, Time and Names of Individuals involved with discussions with Data Protection Authority – 01625 545745

| Date | Time | Names of Individuals |
|------|------|----------------------|
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Advice given by DPA

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Action taken on behalf of Capel-le-Ferne Parish Council

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Signed: Date: