



# Ramsey & Parkeston Parish Council

## CCTV Policy

### 1. Overview

Closed Circuit Television (CCTV) has been introduced at the Parkeston Cemetery, managed by Ramsey & Parkeston Parish Council, management and control of the usage of the equipment is set out in this policy.

This policy will be reviewed annually or sooner to ensure it is compliant with relevant legislation.

### 2. Background

The Ramsey & Parkeston Parish Council CCTV System currently consists of fixed CCTV cameras at Parkeston Cemetery, Station Road, Dovercourt CO12 4NX.

The system is routinely monitored and operates in accordance with this Policy that complies with current legislation including the Human Rights and Data Protection Act. Ramsey & Parkeston Parish Council does not conduct covert surveillance. Unless required as part of a criminal investigation, all images are retained electronically for more than thirty days before being automatically overwritten. Access to images and equipment is strictly controlled, with images only shared with the Police and other law enforcement agencies.

### 3. Aims and Objectives

- To deter crime
- To assist in the detection of crime
- To improve public protection
- To improve the safety and security of the Cemetery Lodge residents, visitors and members of Ramsey and Parkeston Parish Council who use the facilities within the areas covered.
- To facilitate the apprehension and prosecution of offenders in both criminal and public order offences
- To discourage anti-social behaviour including alcohol and drug related issues
- To deter fly-tipping
- To assist the Council in monitoring and managing its assets and areas of responsibility and duty of care to the residents of the Cemetery Lodge and visitors to the cemetery.

### 4. I

A Closed Circuit Television (CCTV) system, hereafter referred to as the 'System' has been introduced at the Parkeston Cemetery, managed by Ramsey & Parkeston Parish Council.

RPPC CCTV Policy v1.0

Adopted and original signed 19<sup>th</sup> April 2017 – Annual Review



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The fixed cameras are on or adjacent to Ramsey & Parkeston Parish Council owned buildings. This policy has been endorsed and approved by the Ramsey & Parkeston Parish Council and defines the purposes and principles of the operation of the system.

- a) For the purposes of this Policy the 'Owner' is Ramsey & Parkeston Parish Council.
- b) For the purposes of this Policy, the 'System Manager' is Clerk and/or authorised Councillors of Ramsey & Parkeston Parish Council.
- c) For the purposes of the Data Protection Act, the 'Data Controller' is the Proper Officer of Ramsey & Parkeston Parish Council.
- d) The CCTV system has been notified to the Information Commissioner with whom the Ramsey & Parkeston Parish Council is registered (Registration Reference Z3600731) as data controllers. The purpose of our need to process personal information is to enable the Ramsey & Parkeston Parish Council to carry out its statutory duties; maintain our accounts and records and to manage and support its employees.

### 3.1 Statement in respect of legislation

Ramsey & Parkeston 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.

Ramsey & Parkeston Parish Council considers that the use of CCTV 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.

This assessment is evidenced by an 'operational requirement' document. 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. CCTV also fulfils its duty under the Crime and Disorder Act 1998.

It is recognised that operation of the CCTV System may be considered to infringe on the privacy of individuals. The Council recognises its responsibility to ensure that the scheme should always comply with all relevant legislation, to ensure its legality and legitimacy. 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.

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.

### 3.2 Objectives of the System

The objectives of the CCTV System are shown below and form the lawful basis for the processing of data:-

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- To deter crime
- To assist in the detection of crime
- To reduce the fear of crime
- To improve public protection
- To improve the safety and security of residents, visitors and the members of the parish council who use and manage the facilities within the areas covered
- To facilitate the apprehension and prosecution of offenders in both criminal and public order offences.
- To discourage anti-social behaviour including alcohol and drug related issues
- To deter fly-tipping
- To assist the Council in monitoring and managing its assets and areas of responsibility

### **5. C.C.T.V. - Statement and Principles**

#### **4.1 Purpose**

The purpose of the policy is to state the intention of Ramsey & Parkeston Parish Council to support the objectives of the System.



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### 4.2 General Principles of Operation

- a) The system will be operated in accordance with all the requirements and the principles of the Human Rights Act 1998.
- b) The system will be operated in accordance with the Data Protection Act 1998 at all times.
- c) The system will be operated fairly, within the law, and only for the purposes for which it was established and which are identified within the Policy, or which are subsequently agreed in accordance with the requirements of this Policy.
- d) The system will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and their home.
- e) The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.
- f) Throughout the Policy it is intended, as far as reasonably possible, to balance the objectives of the system with the need to safeguard the individual's rights. Every effort has been made to indicate that a formal structure has been put in place, including a complaints procedure, by which it can be identified that the system is not only accountable, but is seen to be accountable.
- g) Copyright  
Copyright and ownership of all material recorded by the System will remain with the Data Controller.
- h) Cameras and Area Coverage  
The areas covered by CCTV to which this Policy refers are the public areas within the Cemetery, managed by Ramsey & Parkeston Parish Council.

The fixed location cameras offer full colour images from a fixed lens camera. The cameras will automatically switch to monochrome in low light conditions.



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None of the cameras forming part of the system will be installed in a covert manner. All cameras are IP65 rated and totally waterproof and submersible, suitable in all environments and their presence will be identified by appropriate signs in accordance with the Information Commissioner's Policy for CCTV systems.

### 5.3 Monitoring and Recording Facilities

- a) The CCTV is routinely monitored. Monitoring will take place in exceptional circumstances by authorised personnel. The CCTV equipment records continuously.
- b) 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 Policy. All viewing and recording equipment shall only be operated by authorised users.
- c) All operators shall be made aware of their responsibilities in relation to the requirements of the Human Rights Act 1998, Data Protection Act 1998 and the Regulation of Investigatory Powers Act 2000.

### 5.4 Processing and Handling of Recorded Material

- a) 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 Policy and legislation.

### 5.5 Operators Instructions

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

This Policy was adopted by the Ramsey & Parkeston Parish Council at the full council meeting held on Thursday 19<sup>th</sup> April 2017.

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk/Responsible Officer: \_\_\_\_\_ Date: \_\_\_\_\_