

# Audley Rural Parish Council

## CCTV Policy (adopted June 20) reviewed March 2025

### 1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located Leddys Field (land located off New Road and Hall Street, Audley), Alsager Road Play area (off Alsager Road, Audley), Bignall End Road Play Area (off Bignall End Road Bignall End), Albert Street Play area (off Albert Street, Bignall End) Staffordshire, Halmer End play area (off Harrison Close Halmer End), Church Street Audley (2 sites by the Co-op shops and Library) and Queen Street play area. The sites are owned and managed by Audley Rural Parish Council, with the exception of the sites on Church Street, **Hall Street, New Road which are on the public highway.**

The policy takes account of the Surveillance Camera Code of Practice issued under the Protection of Freedoms Act 2012 (PoFA) by the Surveillance Camera Commissioner (revised November 2021) and acknowledges the wider regulatory environment including the Data Protection Act 2018 and UK GDPR, the Human Rights Act 1998 and the Regulation of Investigatory Powers Act 2000 (RIPA).

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements. **(Last reviewed by the DPO in February 2025)**

The CCTV Scheme is registered with the Information Commissioner. Registration Reference: **ZA260114**

Audley Rural Parish Council accepts the six principles of the UK GDPR as follows. Data must be:

- a) fairly and lawfully processed;
- b) processed for limited purposes and not in any manner incompatible with those purposes;
- c) adequate, relevant and not excessive;
- d) accurate;
- e) not kept for longer than is necessary;
- f) processed securely.

### 2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using facilities at Leddys Field wildlife area, so they can enter and leave the area without fear of intimidation by individuals or groups;

- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- to assist all “emergency services” to carry out their lawful duties.

### **3. Changes to the Purpose or Policy**

The CCTV Policy may be discussed at meetings between Staffordshire Police and Parish Council. However, any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Parish Council meeting.

### **4. Responsibilities of the Owner of the Scheme**

Audley Rural Parish Council retains overall responsibility for the scheme.

## **CCTV Code of Practice**

### **1. Management of the System**

Day to day operational responsibility rests with the Clerk to the Council and the Chair of the Parish Council.

Breaches of this policy will be referred to the DPO for investigation and reported to the Chair of the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

### **2. Control and Operation of the Cameras, Monitors and Systems**

The following points must be understood and strictly observed by operators:

- a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) The position of cameras and monitors have been agreed following consultation with Staffordshire Police.
- c) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chairman of the Parish Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the sites to review and confirm the Parish Council’s operation of CCTV by arrangement.

Any visit by the Police to view images will be logged by the operator and a form WA170 must be provided from the Police.

- d) Operators should regularly check the accuracy of the date/time displayed.
- e) Storage and Retention of Images - Digital records should be securely stored to comply with data protection and should only be handled by authorised persons. Digital images will be erased after a period of 31 days.
- f) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Parish Council of any such emergency.
- g) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.
- h) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers. if appropriate, and the Parish Council notified at the next available opportunity.
- i) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.
- j) Subject Access Requests - Any request by an individual member of the public for access to their own recorded image must be made through a Subject Access Request form (see appendix A) and may be subject to a fee. Please send your request to the Data Controller, Audley Rural Parish Council, c/o The Croft, Barthomley Road, Audley, Staffs ST7 8HU or by Email: [audleyparishcouncil@hotmail.co.uk](mailto:audleyparishcouncil@hotmail.co.uk). Subject Access Requests will be processed in accordance with the UK GDPR within one calendar month.

### **3. Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs. The Police will be informed of the installation and provided with a copy of this CCTV Policy. Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

### **4. Status**

This policy was adopted by Audley Rural Parish Council at a meeting of the council on 22<sup>nd</sup> June 2019- revised June 2020, reviewed May 2021,22,23 and Feb 2024, March 2025.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

# Audley Rural Parish Council

## Requesting CCTV footage of yourself

### Guidance Notes

You can request footage from the last 30 days (1 calendar month) from a Parish Council owned CCTV camera. These notes explain how you can find out what information, if any, is held about you on the Parish Council's CCTV Systems.

### Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise.

Audley Rural Parish Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless –

- The other individual has consented to the disclosure of information, or
- It is reasonable in all circumstances to comply with the request without the consent of the other individual(s).

### Making a request on someone else behalf

Another individual can authorise someone else to make a subject access request.

Examples of individuals making requests for other people include:

- someone with parental responsibility, or guardianship, asking for information about a child or young person (for further information, please read our guidance for organisations on requests for information about children);
- a person appointed by a court to manage someone else's affairs;
- a solicitor acting on their client's instructions; or
- a relative or friend that the individual feels comfortable asking for help.

We need to be satisfied that you are allowed to represent the other person. We therefore will ask for formal supporting evidence to show this, such as:

- written authorisation from the individual being represented; or
- a more general power of attorney.

It is your responsibility to provide this with the request.

## Tell us what you're looking for

You need to tell us what you are looking for specifically. We'll need details of the location of the CCTV camera you want footage from, as well as the date, time period and what you were doing in the footage. We cannot guarantee that we'll be able to find what you want.

### The Council's Rights

Audley Rural Parish Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for:

- Prevention and detection of crime
- Apprehension and prosecution of offenders

And giving you the information would be likely to prejudice any of these purposes.

### How we'll respond

We'll deal with your request within 1 calendar month. We might also:

- edit the footage to protect the identity of other people
- refuse your request if sharing the footage will put a criminal investigation at risk

Due to the size of the footage, you may be asked to supply a new and unused data stick for the footage to be uploaded onto, which will be returned through the post or can be collected. Alternatively we may be able to email a screenshot of the footage.

If the footage relates to a crime and the police have the footage, they'll tell you if you can see it.

If you want footage of a road traffic collision, your insurance company will have to request it.

### Completing the Subject Access Request Application Form

All sections of the form must be completed. Failure to do so may delay your application

**Section 1** - Asks you to give information about yourself that will help the Council to confirm your identity. The Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

**Section 2** - Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address, and one which is a photo ID) together with a recent full-face photograph of you.

**Section 3** - Asks for the date, time, camera and reason for the footage requested.

**Section 4** - You must sign the declaration

When you have completed and checked this form, send it together with the required **TWO copies** of identification documents (one of which must be photo ID) and a photograph of your face to:

**THE DATA PROTECTION OFFICER  
AUDLEY RURAL PARISH COUNCIL  
THE CROFT  
BARTHOMLEY ROAD  
AUDLEY STAFFS  
ST7 8HU**

## Audley Rural Parish Council - UK GDPR

### Subject Access Request (CCTV Footage) Application Form

#### **SECTION 1 About Yourself**

The information requested below is to help the Council satisfy itself as to your identity

**PLEASE USE BLOCK LETTERS**

<b>Title</b> <i>(Mr / Mrs / Ms / Miss / Dr / Rev / etc.)</i>	
<b>Surname/Family Name</b>	
<b>First Names</b>	
<b>Gender</b>	
<b>Height</b>	
<b>Age</b>	
<b>Your Current Home Address (to which we will reply with the data stick and footage)</b>	
	Post Code:
<b>A telephone number will be helpful in case you need to be contacted</b>	Tel no:
<b>Email address for correspondence</b>	

#### **SECTION 2 Proof of Identity**

To help establish your identity your application must be accompanied by TWO official documents (**copies only**) that between them clearly show your name, date of birth and current address. **One of which must show your photograph i.e.** driving licence or passport.

Also a recent, full face photograph of yourself.

**Failure to provide this proof may delay your application.**

**SECTION 3****Supply of Information and Request**

You have a right, subject to certain exemptions, to receive a copy of the information in a permanent form. You may need to supply the Parish Council with a new and unused data stick for the footage to be downloaded onto. This will be returned to your home address given.

Please provide specific details of the footage you require:

The camera and location:	
The date of the footage :	
The time of the footage:	
To help us identify you, please describe what you are doing and wearing (if possible) relating to the request:	
The reason for your request:	

**SECTION 4****Declaration****DECLARATION** *(to be signed by applicant)*

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by:

Date:

\*If you are completing the form on behalf of someone else, please provide their details on a separate form with supporting information to confirm you have consent to represent them. You will still need to provide 2 forms of identification as already noted earlier on the form for all parties involved.

***Warning –a person who impersonates or attempts to impersonate another may be guilty of an offence***

**Before returning this form - Please check:**

- Have you completed ALL Sections in this form?
- Have you enclosed **copies** of TWO identification documents, **one of which is a photo ID?**
- Have you included a FULL face photograph?
- Have you signed and dated the form?

These notes are only a guide. The law is set out in the UK GDPR.

Further information and advice may be obtained from:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**  
**Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)**

Please note that this application for access to information must be made direct to Audley Rural Parish Council (address on page 1) and NOT to the Information Commissioner.

<b><u>OFFICIAL USE ONLY</u></b>			
<b>Please complete ALL of this Section (refer to 'CHECK' box above).</b>			
Application checked and legible?	<input type="checkbox"/>	Date application received	<input type="checkbox"/>
Identification documents checked?	<input type="checkbox"/>		
Details of 2 Documents (see page 3)	<input type="text"/>		
Documents copied and originals returned?	<input type="checkbox"/>		
Member of staff completing this Section:			
Name	<input type="text"/>	Location	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>