



ELSENHAM PARISH COUNCIL

CLOSED CIRCUIT TELEVISION

CODE OF PRACTICE



**For the operation of public space CCTV systems
in the Parish of Elsenham**

Change History

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1. Introduction

- a) This Code of Practice is to control the management, operation and use of all Closed Circuit Television (CCTV) systems under the control of Elsenham Parish Council (the Council), and is used in conjunction with the Home Office Surveillance Camera Code of Practice pursuant to section 29 of the Protection of freedoms Act 2012.
- b) Elsenham Parish Council owns and is responsible for the public-space CCTV System, which operates on Elsenham Playing Field. Included within the Parish Council's CCTV System is a camera installed within the Memorial Hall, which is owned and managed by Elsenham Community Association (ECA).
- c) The Council will retain ownership of all recorded material in various formats, including, Compact Disc (CD), Digital Versatile Disc (DVD) Universal Serial Bus (USB), external HDD and hard copy print, and retains absolute copyright of any recorded material. For the purpose of this document, any recorded material will be referred to as 'video imagery'. The Council will not release video imagery for commercial purposes or for the provision of entertainment. Video imagery will only be released for the purposes of evidence and on occasions, education and training purposes.
- d) Elsenham Parish Council's CCTV scheme is registered under the Data Protection Act 1998. Registration Reference: Z3220644.
- e) The CCTV system operates 24 hours a day, 365 days a year, except in cases of maintenance/upgrades, faults, etc., where it is necessary for a particular system to be powered down for a period of time.

2. Aims of the CCTV System

- a) To help secure safer areas and environments for those who visit, work in, trade in or enjoy leisure pursuits within the Parish. by assisting in the reduction and prevention of crime and increasing public confidence.
- b) To provide high quality evidence which may be used to further an investigation by the Council or third parties as well as law enforcement agencies to prosecute offenders.
- c) To provide an SPOC (Single Point Of Contact) for all of the Council's CCTV matters.
- d) The Council's CCTV scheme will be operated fairly and lawfully and will only be used for the purposes for which it was established, or subsequently agreed in accordance with this Code.
- e) The Council will regularly monitor, review and enhance its CCTV scheme/s in order to ensure and improve their effectiveness.

3. Ownership and Responsibilities

- a) The 'System Owner' for the Open Space CCTV system/s within the Parish of Elsenham is Elsenham Parish Council.
- b) For the purposes of the Data Protection Act, 1998, the 'Data Controller' (DC) shall be Elsenham Parish Council.
- c) For the purposes of the Data Protection Act, 1998, the 'Data Protection Officer' (DPO) shall be the Clerk to Elsenham Parish Council (the Clerk).
- d) The day-to-day operation of the Council's CCTV system/s will be the responsibility of the Clerk, who may appoint a designated Deputy to act in his/her absence.
- e) The Council's Playing Field Committee shall be responsible for the supervision and internal audit of the CCTV system/s to ensure that operation at all times in accordance with the CCTV Policy and this Code of Practice, together with any other procedural instructions issued by the Council.

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- f) The Single Point Of Contact (SPOC) for all matters relating to the Council's CCTV system/s shall be the Clerk.
- g) The application of the Private Security Industry Act 2001 (PSIA) requires that Local Authorities obtain Public Space Surveillance (CCTV) licences. In order for the Council and/or its employees to minimise the need to obtain Security Industry Authority (SIA) licences, a procedure has been put in place that prevents Council members/employees from actively accessing and/or viewing recorded images. This procedure is detailed in section 20 of this document.

4. Terms & Definitions

- a) For the purposes of British Standards the terms and definitions given in BS EN 62676 suite of standards apply, together with the following.
 - (i) CCTV Scheme
Totality of arrangements for CCTV in a locality including but not limited to the technological system, staff and operational procedures.
 - (ii) Observation Mode
Mode of operation of a CCTV system, whereby monitoring is carried out live, the sole purpose of which is to observe the images in real time and not to record, store, or print the information viewed.
 - (iii) Retrieval System
A CCTV system having the capability in any medium of effectively capturing data that can later be retrieved, viewed or processed.
 - (iv) CCTV System
Surveillance items comprising cameras and all associated equipment for monitoring, transmission and controlling purposes, for use in a defined area.
 - (v) Distributed System
Sub system, any part of which may be linked temporarily or permanently for remote monitoring within the CCTV system.
 - (vi) Data
All information collected by the CCTV systems, including personal data.
 - (vii) Incident
An activity that has been identified as an offence that has been committed or an occurrence that has taken place that warrants further specific action from either the Police or from the Council or other third parties as the Council sees fit such as Insurance companies or solicitors. For the purposes of this scheme an incident is defined as:
 - *Any event or occurrence monitored by a controller/system in respect of which information needs to be passed to another source to generate a response.*OR
 - *A request by an authorised persons or body to monitor specific events or activity in accordance with the purposes and key objectives of the scheme.*The provisions of the Regulation of Investigatory Powers Act (RIPA) 2000 may be relevant to such requests.
 - (viii) Owner
Legal person or entity, agency or individual designated and trained as having direct responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme, as defined by the owner of the scheme.

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- (ix) Manager
The CCTV Operations Officer who has direct responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme, as defined by the owner of the scheme.
- (x) Supervisor
Person specifically designated, trained and authorised by the owner of a scheme to ensure that at all times the system is operated in accordance with the Code of Practice and any procedural instruction issued by the owner or manager.
- (x) Operator
Person specifically designated and authorised by the owner of a CCTV scheme to carry out physical operation of controlling that system.
- (xi) Recording Material (e.g. CD/DVD/USB)
Any medium that has the capacity to store data, and from which data can later be recalled, irrespective of time.
- (xii) Recorded Material
Any data that has been recorded on any medium that has the capacity to store data and from which data can later be recalled irrespective of time.
- (xiii) Hard Copy Print
Paper copy of a still image or images which already exist on recorded material.
- (xiv) Privacy Masking
The common term covering the need to restrict what can be seen by means of CCTV. It applies equally to images displayed in real time for surveillance purposes and images recorded for later use.
- (xv) Directed Covert Surveillance
This is defined under section 26 of the Regulation of Investigatory Powers Act (RIPA) 2000. It relates to covert surveillance for specific purposes where the gathering of private information is a likely outcome.
- (xvi) Requester
The person or agency making a request for CCTV-related information/data from the Council.

5. Management, Control and Maintenance

5.1 Management of the System

- a) The day-to-day administration of the system will be the responsibility of Clerk to Elsenham Parish Council (the Clerk), in accordance with this policy and the principles and objectives expressed in this policy.
- b) The CCTV system will be managed by those persons who have been specifically designated and authorised by the Council to have access to, and operation of, the CCTV system and its control and monitoring equipment.
- c) **In emergency circumstances only:**
The Elsenham Community Association (ECA) will also be permitted access to the CCTV recording equipment that is situated in the Memorial Hall. Access by the designated ECA person/s will be permitted only with the prior permission of the Clerk, or, in the absence of the Clerk, another designated member of the Council.

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- d) The specifically designated persons shall be as follows:

Parish Council

- i) The Clerk to the Parish Council..
- ii) Chairman of the Parish Council.
- iii) Chairman of the Playing Field Committee.

Elsenham Community Association

- i) The Chairman of the ECA Council (ECA Chairman) shall retain a key to the secure cupboard (within the Memorial Hall) where the CCTV recording equipment is located.
 - ii) The ECA Chairman shall be solely responsible for the safekeeping of the key and shall not pass the key to any other person and/or trustee/member of the ECA, unless permission, in writing, is given by the Council.
 - iii) Under no circumstances shall any trustees or members of the ECA be given access to the CCTV video images (by use of the system's password access code).
- e) The CCTV system will operate continuously 24 hours a day, every day of the year; subject to operational considerations such as maintenance and repair.

5.2 Control of the Equipment

- a) General access to the equipment will be restricted to the Clerk, the other designated persons of the Council and ECA [see section 5.1 (d) above] and approved maintenance contractors.
 - b) Viewing of the recordings is restricted to those legally entitled to access (e.g. the Police for the prevention and detection of crime). Appropriate evidence of authority will be required before access is allowed.
 - c) A register of access to the CCTV equipment (CCTV Access Log) will be maintained by the Clerk. [See Appendix 4].
- Full details of each access that has taken place shall be recorded including details of the:
- i) name of the person/s accessing the equipment;
 - ii) authority for the request;
 - iii) reason for the access request;
 - iv) the date and times of access to, and exit from the equipment.

5.3 Inspection and Maintenance of the Equipment

- a) The system will be periodically inspected, not less than once per month, to confirm that the cameras are operational and equipment is properly recording.
- b) To ensure compliance with the Information Commissioners Code of Practice and to ensure that recorded images continue to be of evidential quality, the CCTV system/s shall be maintained regularly (at least annually) by the establishment of a maintenance agreement with an appropriate and industry-approved company.
- c) The maintenance agreement will make provision for regular/periodic service checks of the equipment, which will include cleaning of any all-weather housings, checks on the functionality of the equipment and any minor adjustments that require to be made to the equipment settings to maintain picture quality.

6. Planning of the CCTV System

In planning the installation of CCTV systems, the Council will refer to a number of standards and documents in order that the Passport to Compliance is adhered to.

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6.1 Locations of cameras [See Appendix 1]

All locations where cameras are to be installed will be assessed using various relevant statistics and analysis gathered from various sources, including the Police, local communities and local businesses to ensure maximum effectiveness and productivity.

6.2 Signage [See Appendix 2]

Signs are to be installed in and around the areas covered by the Council's CCTV systems. The placing of such signs is an important aspect of the principles of the Data Protection Act 1998. They are to be of an appropriate size to the location and contain the following information:

- (i) The purpose of the scheme;
- (ii) What the Council may do with the information gathered, i.e. prosecute offenders;
- (iii) Who owns/controls the scheme;
- (iv) Contact details;
- (v) Carry relevant CCTV symbol.

7. Other Camera Systems

7.1 Aerial Cameras

The Council has no proposals for the operation of Aerial Camera Systems within the Parish of Elsenham at the present time. On 13th March 2019, the government introduced changes to the drone flight restriction zone around airports and airfields. Under these changes, Elsenham village and parish fall within the restriction zone of Stansted Airport; therefore the use of such camera systems is prohibited.

7.2. Body Worn Cameras

The Council has no plans or proposals for the operation of Body Worn CCTV within the Parish of Elsenham at the present time. Should the Council consider adding this type of system in the future, an appropriate policy will be published relating to the usage of this type of CCTV system.

7.3. Dummy Cameras

Studies have shown that public confidence in CCTV is based upon effectively operating cameras. Therefore, no dummy cameras will be used in any CCTV schemes operated by the Council within the Parish.

8. Ownership & Copyright Issues

- a) Elsenham Parish Council's CCTV scheme is registered under the Data Protection Act 1998. The Registration Number is **Z3220644**.
- b) The Data Controller is Elsenham Parish Council and the Data Protection Officer is the Clerk to the Parish Council.
- c) All data will be processed in accordance with the stated purpose ensuring compliance with the Act.

8.1 CCTV - Primary Request to View Data

- a) Primary requests to view data generated by a CCTV system are likely to be made by third parties for any one or more of the following purposes:
 - (i) Providing evidence in criminal proceedings.
 - (ii) Providing evidence in civil proceedings or tribunals.

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- (iii) The prevention of crime.
 - (iv) The investigation and detection of crime (may include identification of offenders).
 - (v) Identification of witnesses.
- b) Third parties, who are required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:
- (i) Police (which may include British Transport, PCSOs, Ministry of Defence or Military Police).
 - (ii) Statutory authorities with powers to prosecute, (e.g. Customs and Excise; Trading Standards, etc).
 - (iii) Solicitors/Legal Representatives.
 - (iv) Claimants in civil proceedings.
 - (v) Accused persons or defendants in criminal proceedings.
 - (vi) Insurances
 - (vii) Other agencies, (as agreed by the data controller and notified to the Information Commissioner) according to purpose and legal status.
- c) Upon receipt from a third party of a bona fide request for the release of data, the data controller/data protection officer shall:
- Not unduly obstruct a third party investigation to verify the existence of relevant data.
 - Ensure the retention of data which may be relevant to a request, but which may be pending application for or the issue of a court order or subpoena. A time limit shall be imposed on such retention which will be notified at the time of the request.
- d) Where requests fall outside the terms of disclosure and Subject Access legislation, the data controller/data protection officer [or, in exceptional circumstances, the nominated representative] shall:
- Be satisfied that there is no connection with any existing data held by the police in connection with the same investigation.
 - Treat all such enquiries with strict confidentiality.

8.2 CCTV - Secondary Request to View Data

- a) For example, where a member of the public requests CCTV images of their vehicle in a car park where there has been an incident of criminal damage or a fail to stop incident.
- b) Before complying with a secondary request, the Data Controller/Data Protection Officer shall ensure that:
 - (i) The request does not contravene, and that compliance with the request would not breach, current relevant legislation, (e.g. Data Protection Act 1998, Human Rights Act 1998, section 163 Criminal Justice and Public Order Act 1994, etc);
 - (ii) Any legislative requirements have been complied with, (e.g. the requirements of the Data Protection Act 1998);
 - (iii) Due regard has been taken of any known case law (current or past) which may be relevant, (e.g. R v Brentwood BC ex p. Peck);
 - (iv) The request would pass a test of 'disclosure in the public interest'.
- c) If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards shall be put in place before surrendering the material:

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- (i) In respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material should be obtained from a police officer, not below the rank of Inspector. The officer should have personal knowledge of the circumstances of the crime/s to be prevented and an understanding of this CCTV System Code of Practice.
 - (ii) If the material is to be released under the auspices of 'public well being, health or safety', written agreement to the release of material should be obtained from a senior officer within the Local Authority. The officer should have personal knowledge of the potential benefit to be derived from releasing the material and an understanding of this CCTV System Code of Practice.
- d) Recorded material may be used for bona fide training purposes such as police or staff training. **Under no circumstances** will recorded material be released for commercial sale of material, for training, or entertainment purposes. See Appendix 3.

8.3 CCTV - Individual Subject Access under Data Protection Legislation

- a) Under the terms of Data Protection legislation, individual access to personal data of which that individual is the data subject must be permitted providing:
 - (i) The request is made in writing;
 - (ii) A specified fee is paid for each individual search;
 - (iii) The Data Controller/Data Protection Officer is supplied with sufficient information to satisfy him- or her- self as to the identity of the person making the request;
 - (iv) The person making the request provides sufficient and accurate information about the time, date and place to enable the Data Controller/Data Protection Officer to locate the information which that person seeks, (it is recognised that a person making a request is unlikely to know the precise time. Under those circumstances it is suggested that within one hour of accuracy would be a reasonable requirement);
 - (v) The person making the request is only shown information relevant to that particular search and which contains personal data of her or himself only unless all other individuals who may be identified from the same information have consented to the disclosure.
- b) In the event of the Data Controller/Data Protection Officer complying with a request to supply a copy of the data to the subject, only data pertaining to the individual should be copied, (all other personal data which may facilitate the identification of any other person should be concealed or erased).
- c) The Data Controller/Data Protection Officer is entitled to refuse an individual request to view data under these provisions if insufficient or inaccurate information is provided, however every effort should be made to comply with subject access procedures and each request should be treated on its own merit.
- d) In addition to the principles contained within the Data Protection legislation, the Data Controller/Data Protection Officer should be satisfied that the data is:
 - (i) Not currently and as far as can be reasonably ascertained not likely to become part of a 'live' criminal investigation.
 - (ii) Not currently and as far as can be reasonably ascertained not likely to become relevant to civil proceedings.
 - (iii) Not the subject of a complaint or dispute which has not been actioned.
 - (iv) The original data and that the audit trail has been maintained.
 - (v) Not removed or copied without proper authority.
 - (vi) For individual disclosure only (i.e. to be disclosed to a named subject).

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8.4 CCTV - Retrieval & Point of Transfer (POT) Fees

- a) All CCTV requests are chargeable, with the exception of law enforcement agencies such as the Police. This does not apply to Subject Access requests, which are chargeable up to a specified maximum fee.
- b) The scale of fees is given in the Elsenham Parish Council web-site. Further information may also be obtained from the Parish Clerk.
- c) The Requester is required to provide:
Full Name
Address
Post Code
Contact Phone No.
Reference No.
- d) Copy of CCTV recordings to be retained on record by the Council in accordance with data storage and destruction procedures set out in this CCTV Code of Practice.

8.5 CCTV - Procedure for the Release of Evidence

All requests for the release of data shall be channelled through the Data Protection Officer [or, in exceptional circumstances, the nominated representative].

8.6 CCTV - Process of Disclosure

- a) Replay the data to the requester only, (or responsible person acting on behalf of the person making the request).
- b) The viewing should take place in a separate viewing booth/room and not in the control or monitoring area. Only data that is specific to the search request shall be shown.
- c) It must not be possible to identify any other individual from the information being shown, (any such information will be blanked-out, either by means of electronic screening or manual editing on the monitor screen).
- d) If a copy of the material is requested and there is no on-site means of editing out other personal data, then the material shall be sent to an editing house for processing prior to it (the edited material) being sent to the Data Controller.
- d) For complaints about the use of the Council's CCTV scheme, refer to section 3.

9. Capture, Protection & Storage of Data

- a) System operators should adopt the 12 guiding principles under the Home Office's Surveillance Camera Code of Practice.
- b) All Council owned and operated CCTV systems will retain images for 31 days as a maximum period available for download.
- c) Whichever medium is chosen for the capture and initial storage of images, effective means are made available for transferring the images to the computer system where they are able to be used and possibly archived. Facilities shall be provided to enable private and/or sensitive areas of images to be masked to prevent recognition.
- d) Images on reusable media should be copied from the original storage medium in the original file format onto a secure media. This secure media could be Write Once Read Many (WORM) or secure network storage. The term 'secure server' should be taken to mean an environment, including a security management system, which is accredited to a level of at least 'OFFICIAL' under the Government Classification Scheme (GCS). Once the images and associated data have been copied onto the secure media, they cannot be overwritten or altered.

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- e) The generation of the secure copy will be carried out as soon as possible after the capture to reduce the time and opportunity for the accidental or malicious alteration to images.
- f) All imagery master or working copies will be appropriately identified in order to facilitate the storage, retrieval and eventual disposal of case material.
- g) Any downloaded data exhibited in Court as evidence must be the Master Copy. There must be no editing or recording from other sources on to the master copy. However, while the master copy is in Police possession, the Police may take one working copy of the disc and a second copy of the disc to be used as disclosure material to the defence. Written statements will be required from the Police Officers as supporting evidence on copying and other handling of the transferred images onto the disc.
- h) As a rule, unless requested, the Council does not keep a copy of the requested CCTV.
- i) The software required for viewing proprietary formats will be made available to avoid images being inaccessible. Replay software will be provided with each recording to assist with the correct viewing of the files in their native format.
- j) Working copies can be in many forms. The files will be copied onto any suitable medium or distributed electronically using a secure system only for circulation to the Investigating Officer or Crown Prosecution Service.
- k) Those that are retained for evidential purposes must be retained in a secure place to which access is controlled such as a secure safe.

10. Cataloguing of Downloaded Data

- a) Data downloaded to any storage medium will be given a unique reference number and recorded in the CCTV data request register.
- b) The data will then be stored securely by the Parish Clerk until collected by the Investigating Officer or representative.

11. Erasure of Recorded Images

Any recording made on the Council's CCTV system/s will be automatically overwritten by the recorder after a set period of time. This period will be nominally 31 days, depending on the individual CCTV system

12. Storage or Destruction of Transferred Images

Transferred images will be stored securely to ensure that there is no unauthorised access or possibility of accidental or intentional damage. The storage space should be kept dust and moisture free and kept at a constant temperature and always kept locked when not in use. Only authorised key holders will have access to the storage. Images removed from the system's actual storage drive which is then deemed to be of no further use or the requester has not collected the images, will after advisement safeguards be destroyed after **one (1) further month** and recorded in the CCTV destruction log. Retention of data can be longer, subject to appeals and sentencing for example.

13. Audio Recording

None of the Council's CCTV systems are configured to record any audio activity in conjunction with the video recording.

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14. Police Use of Recorded Images (Including Point of Transfer)

- a) When the Police have reasonable cause to believe that an incident has been recorded which involves or may involve criminal activity, a duly authorised Police Officer will be handed the downloaded data against signature and in accordance with the strict procedures in place.
- b) A 'point of transfer' will be established in which the responsibility of data transfer handling to the Police. That point of transfer will depend on the nature of the images being transferred, the recording format and equipment used by Elsenham Parish Council. At whatever stage this point of transfer occurs, the Police audit trail must start from that point. Continuity of data handling will be demonstrated throughout, ensuring that the Police audit trail links directly to the Council's audit trail.
- c) The Police have special facilities for copying data.
- d) Recorded images owned and managed outside the Council's Control may require to be processed by copying or the production or reproduction of still images.
- e) At the conclusion of use of any Master or Copy recorded by Police, it may be returned to the Council, unless the Court directs that it should be destroyed instead of being handed back to the owners. In the latter case a certificate of instruction will be provided by the Police to finalise the audit trail relating to those data images.

15. Provision of Recorded Stills

- a) The photographic process should only be used to assist in the identification of incidents or in training or for demonstration purposes. Still photographs will not be taken as a matter of routine.
- b) A Police Officer may request the owners to produce still-frame images from recordings, also known as snapshots. All such stills will be given a unique reference number and be recorded in the CCTV data request register. A file copy may also be retained in the Civic Offices. All still photographs will remain the property of its owners.
- c) Any still image provided by the Council to the Police will be kept secure and its handling logged in exactly the same way as recorded images. Any stills handed to the Police should be treated on the basis that they are required in Court. The still image is therefore to be placed in a sealed envelope with an exhibit label attached and a Witness Statement provided.

16. Security Industry Authority (SIA) Licensing & Training

- a) As previously outlined, the application of the Private Security Industry Act 2001 ("PSIA") requires that local authorities, such as parish councils, obtain Public Space Surveillance (CCTV) licences.
- b) In order to prevent possible breaches of data protection and to minimise the need to obtain the necessary training and SIA licensing of Council personnel, only the Clerk and one other authorised person shall be SIA licensed and have direct access and control of the Council's CCTV system/s.
- c) No Parish Councillor or Council employee may access or view a recording or video images of a specific incident unless that councillor/employee holds a valid SIA licence and has received the necessary authorisation from the Data Protection Officer.

17. Evaluation, Monitoring & Audit of The System

- a) The system owner (Elsenham Parish Council) should arrange for independent evaluation to establish whether the purposes of the CCTV scheme, as stated, are receiving compliance and whether the objectives are being achieved.

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- b) The process should include:
 - i) Assessment of the impact on crime the system has had.
 - ii) Assessment and comparison of neighbouring areas without CCTV.
 - iii) Views of the public.
 - iv) Operation of the Code of Practice.
 - v) Whether the purposes and key objectives of the system remain valid.
 - vi) Complaints received relating to the use of the scheme.
 - vii) Data Protection and legal requirements.
 - viii) Maintenance schedule and performance test of the systems.
- c) Evaluation should be provided for in annual budgetary considerations.
- d) An Annual Report may be compiled and made available for public information by the Council, or their advisers. The topics covered within the report should include details of the following:
 - i) A description of the scheme and the geographical areas of operation.
 - ii) The scheme's policy statement.
 - iii) The purpose and scope of the scheme.
 - iv) Any changes to the operation or management of the CCTV scheme.
 - v) Any changes that have been made to the policy.
 - vi) Any proposals to expand or reduce the operation of the scheme.
 - vii) The aims and objectives for the next 12 months (CCTV Strategy).
- e) Any Annual Report will also provide details of schemes achievements during the previous 12 months, which may be based on information already held by the scheme. The assessment of the scheme's performance should include:
 - i) The number of incidents recorded by the scheme.
 - ii) The number of incidents reported to the Police and, where appropriate, other bodies, e.g. the local authority (District Council).
 - iii) An assessment of the CCTV scheme's impact on crime levels and types of crime in the area covered by the scheme.

18. Revision & Alteration to This Code of Practice

This Code of Practice will be regularly reviewed, and any required revisions and alterations will then be made subject to the approval of the Council.

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Appendix 1: Location of CCTV Cameras - Elsenham Playing Field

Camera No.	Location of Camera / Pole	Area of Coverage	Activity	Purpose of Observation
1	Main (vehicle) entrance gate – CCTV column.	Main entrance area onto the Playing Field.	Car park vehicle crime, daytime number plate capture on entry, anti-social behaviour.	Identify.
2	Main (vehicle) entrance gate – CCTV column.	Top car parking area of the Playing Field.	Car park vehicle crime, daytime number plate capture on entry, anti-social behaviour.	Observe.
3	Main (vehicle) entrance gate – CCTV column.		Car park vehicle crime, daytime number plate capture on entry, anti-social behaviour.	Observe.
4	Lower car parking area on lighting column.	Lower car parking area of the Playing Field.	Vandalism, anti-social behaviour.	Observe.
5	Lower car parking area on lighting column.	Children’s Play Area	Vandalism, anti-social behaviour.	Observe.
6	Lower car parking area on lighting column.	Rear of ECA Memorial Hall building.	Vandalism, anti-social behaviour.	Observe.
7	Tennis Courts – lighting column in south-west corner.	Pedestrian entrance gate and area onto the Playing Field.	Vandalism, anti-social behaviour.	Observe.
8	Tennis Courts – lighting column in south-west corner.	Tennis Courts.	Vandalism, anti-social behaviour.	Observe.
9	Tennis Courts – lighting column in south-west corner.	Front of ECA Memorial Hall building.	Vandalism, anti-social behaviour.	Observe.
10	ECA Memorial Hall (internal).	Entrance and lobby area of Memorial Hall.	Identification images of persons entering the Hall.	Identify.

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Appendix 2: Elsenham Parish Council CCTV Sign



**These premises are under
CCTV Surveillance**

**Helping to prevent crime and
promoting public safety.
Evidence gained maybe used
to prosecute offenders.**

**This property is controlled by
Elsenham Parish Council**

**For Further Information
contact :0745 6791727**

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Appendix 3: Re-Use Of Public Sector Information Policy

1. Introduction

- a) The Re-use of Public Sector Information Regulations 2005, (here referred to as ‘the Regulations’) came into effect on 1 July 2005. They encourage the re-use of public sector information for which the public authorities listed in the regulations hold the copyright.
- b) These regulations apply to Elsenham Parish Council, and this policy sets out how they relate to requests for re-use of information for which the Council holds the copyright.
- c) The Regulations derive from EU Directive 2003/ 98 / EC on the re-use of Public Sector Information, which also came into force on the 1 July 2005.

2. What Is Meant By Re-Use?

- a) When the Council releases information which has been requested under legislation such as the Freedom of Information Act 2000 (FOIA), a person may ask if the information can be re-used, perhaps for commercial purposes. Without permission this might breach the Council’s copyright. The regulations are concerned with this management of such re-use.
- b) Nothing in the Regulations affects rights of access under other legislation, such as the FOIA, Environmental Information Regulations (EIR) or the Local Government Acts.

3. Elsenham Parish Council Re-Use Policy

- a) The Council is not obliged under the regulations to make public sector information available for re-use. However, if the Council decides to do so, this has to be carried out in accordance with the Regulations.
- b) It is the Council’s current policy, as it relates to the Re-use of Public Sector Information that no public sector information will be made available for re-use.

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Appendix 5: Data Subject Access Request Form

Elsenham Parish Council - CCTV Surveillance System
Data Protection Act, 2018

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

If you have any queries regarding this form, or your application, please call 07456 791727 or Email louise.epc@gmail.com

About Yourself

Title: Mr Mrs Miss Ms Other

Surname / family name:

Maiden name / former names:

Sex / Gender: Male Female

Height:

Date of Birth:

Your Current Home:
(to which we will reply)

Post Code:

Telephone / Mobile No.:

E-mail Address:

If you have lived at the above address for less than 1 year, please provide:

Previous Address(es):

Date(s) of Occupancy: From: To:

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Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form.

I wish to:

View the information and receive a permanent copy.

Only view the information.

Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section.

Please complete a separate box in respect of different categories / incidents / involvement.
Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle or property, please give the vehicle registration number and/or address, please complete the relevant section below.

If you are a victim of a criminal offence you **MUST** report this to the police who will make this request on your behalf. We will not be able to provide you with footage in criminal matters.

Date(s) and Time(s) of incident

Location where incident occurred

Brief details of incident

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Declaration

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

- I have completed ALL sections of this form.
- I enclose TWO identification documents *
- I enclose a recent, full-face photograph of myself.

* identification documents include birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Signature Date

Please return / post your completed form and documents to:
The Clerk to the Council, Elsenham Parish Council, 'Reindeer', Stansted Road, Elsenham, CM22 6LL

Data Protection

Elsenham Parish Council is a data controller under GDPR. Our Privacy Notice explains how we use and share personal information and protect your privacy and rights.

Further Information

These notes are only a guide. The law is set out in the Data Protection Act 2018, obtainable from The Stationery Office. Further information and advice may be obtained from: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 01625 545745
Please note that this application for access to information must be made direct to Elsenham Parish Council and NOT to the Information Commissioner.

Council Use Only

Please complete ALL of this Section (refer to 'CHECK' box above).

Application checked and legible	<input type="checkbox"/>	Date Application Received	<input style="width: 90%; height: 20px;" type="text"/>
Identification Documents checked	<input type="checkbox"/>	Fee Paid	<input style="width: 90%; height: 20px;" type="text"/>
Details of 2 Documents		Method of Payment	<input style="width: 90%; height: 20px;" type="text"/>
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>		Receipt No.	<input style="width: 90%; height: 20px;" type="text"/>
		Documents Returned	<input style="width: 90%; height: 20px;" type="text"/>
Member of staff completing this section			
Request agreed	<input type="checkbox"/> YES / NO	Reason	<input style="width: 90%; height: 20px;" type="text"/>
Name	<input style="width: 90%; height: 20px;" type="text"/>	Date information given	<input style="width: 90%; height: 20px;" type="text"/>
Signature	<input style="width: 90%; height: 20px;" type="text"/>	Date	<input style="width: 90%; height: 20px;" type="text"/>

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Appendix 6: Data Access Request Form - Police & Third Parties

Elsenham Parish Council - CCTV Surveillance System
Data Protection Act, 2018

This form is to be used by Police, solicitors or court representatives requesting CCTV footage for investigations or court proceedings.

ALL sections of the form must be completed. Failure to do so may delay the request

If you have any queries regarding this form, or your application, please call 07456 791727 or Email louise.epc@gmail.com

Contact Details

Full name of police officer or third party *

Police officer's badge number

Police station

Address of third party *
(including full post code)

Post Code:

Telephone / Mobile No.:

Work E-mail Address:

Give details of the incident under investigation or subject to court proceedings. *

Supply of Information to enable the processing of this request

Location(s) of the CCTV camera(s)

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If you are seeking access to a particular image (if known), please indicate below:

Date and time the image would have been recorded.

(please estimate within a 1-hour period)

Please provide a description of the person or incident you are investigating.

Declaration

Please tick the box to declare that the information given in this form is true *

I confirm that I am making this request under one of the following exemptions in DPA 2018 Schedule 2
*(please tick which one applies) **

For crime and taxation purposes, OR

By order of the court or for legal advice / proceedings

Signature *

Date *

Please return / post your completed form and documents to:

The Clerk to the Council, Elsenham Parish Council, 'Reindeer', Stansted Road, Elsenham, CM22 6LL

Council Use Only

Please complete ALL of this Section (refer to 'CHECK' box above).

Request checked and legible

Date Request Received

Identification Documents checked

Receipt No.

Member of staff completing this section

Request agreed

YES / NO

Reason

Name

Date information given

Signature

Date