

# **New Bradwell Community Centre CCTV Policy**

New Bradwell Parish Council have the responsibility for the operation and monitoring of the system.

## **Introduction**

This policy is to control the management, operation, use and confidentiality of the CCTV system operated New Bradwell Parish Council

The policy was agreed after taking due account of the General Data Protection Regulations 2018 and the Home Office Surveillance Camera Code of Practice.

This policy will be subject to periodic review by New Bradwell Parish Council to ensure that it continues to reflect the public interest and that the system meets all legislative requirements.

## **Code of Practice**

New Bradwell Parish Council follow the 12 guiding principles issued by the Home Office "Surveillance Camera Code of Practice".

These cover:

- **need and purpose of the installation**
- **protection of privacy**
- **accountability of the operator**
- **an agreed policy**
- **security of recorded data**
- **restriction of access to data**
- **competency of equipment and operators**
- **authorisation of access to data**
- **review of system operation**
- **support for public safety and law enforcement**
- **use of reference databases**

## **CCTV installation**

- One camera covers the internal entrance hall to the Community centre.
- One camera covers the gym / [small hall](#) area.
- One camera covers the [shared area / entrance to the](#) kitchen.
- One camera, situated in the main hall and covers most of the halls floor area.

All are operated through a single account which provides access through internet connection. All are fixed cameras and record with black and white images.

In areas where CCTV is used, New Bradwell Parish Council will ensure that there are prominent signs placed within the controlled area.

### **Statement of Purpose**

To provide a safe and secure environment for the benefit of those who use the listed premises.

The cameras will be used for the following purposes:

To deter any vandalism of property on site and to prevent, deter and detect crime, fraud and disorder.

To assist the New Bradwell Parish Council, police 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.

To comply with insurance company recommendations about security of premises.

To ensure compliance with terms and conditions of hire.

### **Privacy**

The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of the restrictions in relation to, access to and disclosure of recorded images.

Other than for routine testing purposes, real-time CCTV images will not be monitored.

## **Accountability and policy**

The New Bradwell Parish Council will be responsible for the operation, control and access to the CCTV system. This policy is agreed by New Bradwell Parish Council and will be reviewed annually from the date of the policy. Any complaints about the policy or the operation of the CCTV system should be addressed to the clerk of new Bradwell Parish Council. This policy is displayed on the websites of New Bradwell Parish Council <http://www.newbradwell-pc.gov.uk/> and New Bradwell Community Centre <https://new-bradwell.lemonbooking.com/page/facilities>

## **Security of data and access**

Data and images are recorded on digital recorders which store data for approximately 30 days, after which it is overwritten. Weekly checks are made to ensure time and date are set accurately and that the system is functioning correctly. Only individuals authorised by New Bradwell Parish Council are given access the system.

## **Authorisation**

New Bradwell Parish Council have nominated two people to be responsible for the operation of the CCTV system and have access to the recorded data. These are named at the end of this policy.

## **Review**

The policy and need for the system will be reviewed annually and weekly checks will be made on the accuracy of the data recording system.

## **Public safety and law enforcement.**

The recorded data will only be viewed by authorised operators when an incident or request is notified to New Bradwell Parish Council

No public access will be allowed to the monitors except for lawful, proper and sufficient reason.

Police will be given access to recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any request or viewing by the Police to view images will be logged by the Clerk.

## **Reference databases**

New Bradwell Parish Council will not compare recordings with reference databases but accepts that this might be a consequence of police activity. If an incident is reported that might indicate a criminal offence the police will be invited to review data evidence. Incidents will be logged by the Clerk.

## **Subject Access Requests**

Individuals have the right to request access to CCTV footage relating to themselves under the GDPR. New Bradwell Parish Council will have due respect to the privacy of others who might be included in recorded images.

Individuals submitting applications for a review of CCTV recordings will be required to provide sufficient information to enable the request to be considered and for the relevant footage to be located. This will include the date, time, location, and nature of the incident.

The New Bradwell Parish Council reserves the right to refuse to examine CCTV footage for minor or trivial events, or where dates and times cannot be provided, or if the likelihood of the event being captured by the CCTV system is low.

Individuals submitting requests for access may be required to provide proof of identity.

The Parish New Bradwell Parish Council would be unable to provide copies of recorded images where this would prejudice the legal rights of other individuals or during a Police investigation.

This policy was agreed by New Bradwell Parish Council at the meeting on: 7<sup>th</sup> August 2023

The authorised operators of the installation are:

Vice Chairperson

Clerk

Communications about the operation of the CCTV system, including complaints, can be sent to:

Email: [communitycentre@newbradwell-pc.gov.uk](mailto:communitycentre@newbradwell-pc.gov.uk)

Address: New Bradwell Parish Council  
Unit 10, New Bradwell Workspace, St James Street  
New Bradwell  
Milton Keynes  
MK13 0BL

Tel: 01908 313602

*Signed by:*

*Date: 7<sup>th</sup> August 2023*

*J.Ziegler*

*Position: Chairperson*

## Document Control

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