



## Vigo Parish Council (VPC) Closed Circuit television (CCTV) Policy

VPC operates a non-covert CCTV system. Signage is in place to advise people of the CCTV system and that it is operated by Vigo Parish Council.

### What is it used for?

VPC operates its CCTV camera systems in compliance with the 3 purposes set out in the Information Commissioners CCTV Code of Practice.

This states that CCTV camera use must be necessary to address one of the following pressing needs:

- Crime Prevention (including antisocial behaviour)
- Public Safety
- National Security

VPC's CCTV system is used in order

- to assist in the prevention and detection of crime and anti-social behaviour and
- to help protect public areas, including The Bay, the Children's Play Park, The Ball Park and the Villager Car Park

### Where is the CCTV system

There are currently 16 cameras, located as follows:

Camera number	Location	Line of sight
1	Village Hall RH side	Disabled access path to Village Hall
2	Village Hall RH side	Centre Path
3	Village Hall RH side	School Path
4	Village Hall Front	The Bay, Florist's side
5	Village Hall Front	Exit next to Londis
6	Village Hall Front	Vigo Grill and Villager path
7	Village Hall Front	All of The Bay
8	Village Hall Rear	Rear Garden
9	Village Hall Rear	Kitchen Garden
10	Village Hall LH side	Land between Small Hall and The Villager
11	The Villager LH side	Play park, Village Green and Zip Wire
12	The Villager LH side	Close up Play Park
13	Car Park Street Lamp	Car Park and Ball Park
14	Car Park Street Lamp	Car Park and Ball Park
15	Car Park Street Lamp	Car Park and Ball Park
16	Car Park Street Lamp	Bus shelter and surrounding area

The cameras are triggered to record when movement is detected.

The monitors and video recording equipment are situated in the Parish Office, Vigo Village Hall. When the Parish Office is not manned, the door to the office is locked.

A security code is required to access the CCTV system.

Only the Clerk and Chairman of the Council have access to the room. Other people may visit the room while the Clerk is present. The monitors will not be playing at these times.

## Who operates and has access to the system?

The system's operator is the Parish Clerk, who is responsible for the recording and storing of images, as required.

In the first instance the data will be reviewed by the system's operator and/or the Parish Chairman in the Parish Office. If appropriate, it will be shared with the Community Warden, the Police or a solicitor. In certain circumstances it could be made available to an Insurance company or shared with other Councillors.

In some exceptional circumstances, for example if it is not possible for the system's operator to attend the office and the police have made an emergency request for footage, the system's operator will access the data remotely.

All incidents of downloading will be logged.

## How long will data be kept for?

The recordings made are stored digitally on a video recorder.

The data recorded will be kept for a maximum of 10 weeks, to allow sufficient time, for issues where the CCTV recording could be of value, to come to light. The footage will be automatically overwritten after this date. As the cameras are movement sensitive, it is possible that recordings will be overwritten in a shorter time than the 10 weeks maximum.

Where situations occur in which data may be required to be kept for longer (awaiting collection by the police, for example), the data will be recorded onto the Parish computer. The data may be recorded onto a memory stick and handed to the Police.

If the police provide an external hard drive, or their own memory stick, this will be used to collect the data.

Once the downloaded material had been collected by the police any copies will be kept for a further 2 months, in case another copy is required, after which time the copy will be deleted.

## Documenting recording of data.

A written record will be kept of all data downloaded and supplied to other parties.

The record will give details of:

Date and start and end time of recording

Date download made

To whom the download was given. (Name and organisation)

Date downloaded material deleted from Parish computer

## Subject Access Requests. A fee of £10 is payable

A subject whose information has been recorded may request access to it. This can be recorded or viewed directly (if they consent to this). The Parish has a maximum of 40 days to respond. Care must be taken not to allow the footage to be deleted prior to this.

The subject who requests access must provide details that will allow them to be identified as the subject of the information and also to locate the information on the system. This will require a precise location and a narrow time band.

If, when providing this information, other people could be identified, then action must be taken to mask the identities, before completing the request.

**Policy reviewed and approved** at the Full Vigo Parish Council on:

4<sup>th</sup> May 2021, 15<sup>th</sup> May 2023