

Operational Procedure for use of CCTV Systems

Adopted February 2021 (v1.0)

Governance

- The cameras will be positioned and maintained by nominated Councillors.
- The cameras are portable and will be sited where and when required to target specific problem areas. Announcements will be posted to advise where/when they will be deployed.
- No coverage of private property (Privacy Impact Assessment).
- Data will not be kept as a matter of course.
- Data will only be reviewed if there is a specific reason, such as antisocial behaviour.
- The person reviewing data will not disclose any information regarding the reviewed video unless it results in the clear identification of the person committing the act. At which point the Video will be passed to the Parish Clerk.

Procedure for Reviewing Data

In the event the camera is positioned at a site where an antisocial event occurs then the data will be saved on the recording device for subsequent review:

1. The SD card will be placed on a nominated computer that is not connected to an external network (this includes Wifi and Blue tooth).
2. The Video will be reviewed to see if it is possible the event was captured.
3. If the event was captured the video preceding the event and after the event will be deleted. The event data will be downloaded to a USB storage device and held as evidence. The SD card will be erased and reused. Where the event was not captured, or the perpetrator is not identifiable then the storage device will be erased.
4. Images will only be stored for a maximum of 3 months (or longer if legal proceedings are pending), and sooner if the PC feels the data has been used to achieve the desired outcome.
5. In any situation where an event occurs where a serious crime is committed the device along with the storage media will be passed to the police, without being reviewed by the nominated persons.