



SPRINGFIELD PARISH COUNCIL

CCTV Security System

Code of Practice

V.5 Approved Premises July 2020
No Changes – Premises Committee July 2022

Next review July 2023





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INTRODUCTION

Springfield Parish Council has installed a CCTV Surveillance System at the Parish Centre. 18 cameras have been installed within the centre, on the exterior walls and in the car park which are all monitored at the Parish Council offices within the Parish Centre. There are 2 monitors, one in the Parish Clerks' office which shows all 18 cameras and houses the controls and one in the downstairs office which shows 16 cameras only. Access to recordings is controlled via a password.

The system is owned and managed by Springfield Parish Council and the System Control is staffed by Council employees.

The system continually records, 365 days of the year. Monitoring is carried out at ad hoc times with the exception of some bank holiday periods when the Centre is closed.

The system is directed towards providing a safer environment for the community and protecting the Parish Councils assets.

This Code of Practice has been produced and sets out the principles for the regulation and use of the system.

The Code is also supported by a Schedule of Designated Officers. Only officers who are designated in the Schedule have routine access to the system and authority in respect of it as set out. For security reasons the Schedule does not form part of this Code.

Breaches of the Code

Any breach of this Code of Practice is a serious matter.

Officers or system control staff who are in breach of this Code will be dealt with according to disciplinary procedures, which could ultimately result in dismissal.

1 GENERAL

1.1 Objectives

The objectives of the system are:

- to prevent crime rather than simply to record it;
- to make the Parish Centre a safe, secure and attractive place for all;
- to ensure both employees and visitors can enjoy all its attractions and facilities to the full at any time of the day or night, and have the confidence to do so;
- to create an environment where established business can flourish without the expense and disruption of criminal activity;
- to protect the continuing investment of public and private money in the Parish Centre creating the confidence for further investment and growth.

1.2 Cameras

All cameras are sited so that they are clearly visible. No hidden cameras are used. Publicity will be given to the system by clear signing so that maximum deterrent value is achieved and in order to comply with GDPR requirements regarding CCTV.

1.3 Privacy





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The Council respects and supports the individual's entitlement to go about their lawful business and this is a primary consideration in the operation of the system. Cameras will not be used to intrude upon the privacy nor monitor the progress of individual citizens in the ordinary course of lawful public or private business in the areas under surveillance.

Views into residential premises and office accommodation will, as far as possible, be excluded from the field of vision, the area used as a playground by the pre-school and youth group will be screened on monitors. Close up viewing into windows of living and office accommodation will not be allowed. Where appropriate screening will be used to prevent such views.

Breaches of this section of the Code will be regarded as a serious disciplinary offence.

1.4 Traffic and Parking Offences

The system will not be used to detect and report on minor moving traffic and parking offences except where there is a danger to public safety or damage to property.

More serious motoring offences where the Police consider that public safety is at risk and the procedure for dealing with accidents are dealt with under Section 3.

2 SYSTEM OPERATION AND ADMINISTRATION

2.1 Staffing

The System operates on a 24-hours basis. When the Clerk's office is not staffed the monitor will be switched off to avoid unauthorised viewing. The system will still record when the monitor is switched off.

The Council reserves the right to permanently exclude from the System, and/or dismiss, any controller who is in breach of this Code.

In the event of an emergency requiring evacuation of the premises the system will continue to record and recorded information will be stored for a minimum period of 30 days. Ad hoc monitoring will continue where possible during this time.

2.2 Operating Efficiency

The Council staff will confirm the operational efficiency of the system. Any defects will be reported to the appropriate maintenance engineers.

2.3 Access

Routine access to the system will be limited to:

- Designated officers of the Council
- Police officers who have been authorised to do so and by prior arrangement with the senior controller.

Particular arrangements will apply to visitors and contractors as outlined in 2.4 and 2.5 below.

2.4 Visitors

All persons wishing to view the system must make their request to the Clerk to the Council. They may be asked to make their request in writing specifying the reasons for that request in accordance with the 2018 Data Protection Act. Operation of equipment will only be carried out by Council employees. Please see section 4.3.

It is important that operations are managed with the minimum of disruption. Casual viewing will not be permitted.





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2.5 Contractors

Access for contractors will be necessary from time to time for the purpose of maintaining the System and its equipment. This will be limited to that strictly necessary for the work. At no time will contractors be left unattended.

The senior controller will check that contractors wishing to gain access to the system have the authority of the Clerk to the Council.

2.6 Police

In general, the Police should not require access to the system unless specifically designated or authorised under Section 2.3.

Police officers attending unexpectedly shall only be admitted after the purpose of the visit has been approved by contact with the Clerk to the Council.

2.7 Recordings/Incidents

Any incidents requiring further investigation or police involvement that are dealt with by staff must be recorded on the Incident Log so that the senior controller can take the necessary action.

Any backups saved to USB or DVD will be recorded on the CCTV Recordings Log along with the reasons for this and the cameras viewed.

2.8 Training

All working use of the system will be by controllers employed by the Council.

The Council will be responsible for any required controller training.

3 DIRECTION AND CONTROL OF THE SYSTEM

3.1 Direction

Operation of the system is the responsibility of the Clerk to the Council.

The system is directed towards providing a safer environment for the community.

The Council will use the system for:

- day to day monitoring of the surveillance area;
- improving the safety, security and convenience of the Parish Centre car park;
- the security of Council premises, land and street furniture;
- monitoring premises using cameras and alarms owned by third parties under appropriate agreements.

3.2 Police Role

The Police may request assistance in order to:

- assist with the deployment of resources;
- monitor potential public disorder or other major security situations;
- assist in the detection of crime;
- facilitate the apprehension and prosecution of offenders in relation to crime and public order;
- assist with the detection of moving traffic offences where it is considered that the public safety is at risk.





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Such requests will usually arise after the Police have been contacted by the controller. In these circumstances the Police Officer may request the controller to provide further detail.

In circumstances when problems are anticipated arrangements may be made for a Police Officer to be present within sight of the CCTV for liaison purposes. This will normally apply for the duration of the incident and will be subject to the arrangements made by the Police Officer.

On each such occasion a record will be made in the Incident Log.

3.3 Major Incidents

Use of the CCTV system may be used in association with Emergency Planning Procedures during major civil emergencies.

4 CONTROL OF RECORDINGS AND PHOTOGRAPHS

4.1 Digital Recording

The Control Room system is supported by a 24TB hard disk for recording up to 32 cameras. At present 18 cameras are installed. This will provide a minimum of 30 days of high-quality constant recordings recording at a frame rate of 12 frames per second. The recorder has a USB port for downloading pre-recorded camera images from the hard disk onto USB memory sticks for evidence purposes.

In certain circumstances images may be retained or copied for training, demonstration or evidential purposes. All other routine recordings will be retained for a minimum of 30 days. Retention time will vary according to the number of cameras linked to the system.

A log will be kept of any evidential recordings downloaded.

4.2 Control of Recordings

All equipment will remain the property of the Council.

Except for evidential, training and demonstration purposes USB memory sticks containing recordings must not be removed from the Council Premises under any circumstances.

4.3 Access to Recordings

The principal external source of requests for access to recordings is expected to be from the police. Police requests will be dealt with by the Clerk to the Council.

Except for training, demonstration and evidential purposes information may not be copied in whole or in part.

Members of the public have the right to request closed circuit television (CCTV) footage of themselves. The Parish Council must provide this within 1 calendar month. Most CCTV footage is deleted 30 days after it's recorded.

Members of the public need to make a request in writing to the Clerk to the Council. Signage around the Parish Centre premises and grounds will provide contact information.

Members of the public should advise the Clerk to the Council that they are requesting information held about them under the Data Protection Act, and provide information to help with identification, for example:

- a specific date and time
- proof of their identity
- a description of themselves





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The Parish Council might not be allowed to share any footage if:

- other people can be seen in it
- they're not able to edit out people to protect their identity

The Parish Council can invite a Member of the Public requesting information, to a viewing of the footage if:

- they're unable to provide that person with the footage itself
- the person agrees with that arrangement

The Parish Council can refuse a request if sharing the footage will put a criminal investigation at risk.

4.3.1 CCTV footage of a crime

If the CCTV footage relates to a crime and the police have the footage, they will tell the Member of the Public if they can see it.

4.4 Evidential Recordings

Recordings required for evidence will be dealt with in accordance with Police procedures.

A record will be made in the CCTV Register of the release of any information to the Police or other authorised applicants. Information may be sent via electronic means to a secure mailbox.

Under these circumstances a copy of information might be made by Essex Police and conveyed securely or via appropriate electronic means.

4.5 Photographs

Still prints must only be used to assist the identification of incidents, during training or for demonstration purposes.

Photographs required for Police or operational use will be securely conveyed or sent to a secure mailbox.

Photographs of people, produced for demonstration purposes, will be destroyed as soon as possible after the event.

5 COMMENTS AND COMPLAINTS

5.1 Comments

Comments on the scheme may be addressed to the Clerk to the Council.

5.2 Complaints

Formal complaints about the operation of the system should be addressed to the Clerk to the Council who will report these to the Parish Council.

5.3 Addresses

Contact address:





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Clerk to the Council
Springfield Parish Council
Springfield Parish Centre
St. Augustine's Way
Chelmsford
Essex CM1 6GX
Tel: 01245 466313

Essex Police
Police Headquarters
Kingston Crescent
Chelmsford
Essex
CM2 6DN
Tel: 01245 491491

Employee's authorised to view CCTV footage

Clerk to the Council

Premises & Facilities Manager





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