

Noak Bridge Parish Council

CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system located at the end of Coppice Lane, Noak Bridge. The CCTV system consists of three CCTV cameras and is owned by Noak Bridge Parish Council who are also the Data Controller.

Basildon Borough Council have the ability to view live and recorded images from the CCTV System as part of an SLA (Service Level Agreement) between the two parties.

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

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council 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 outside Noak Bridge Pharmacy.

- to assist all “emergency services” to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Parish Council meeting(s) and resolution at a Parish Council meeting. All agendas are posted on the Parish Council website and notice board at least 3 clear days excluding weekends before Council meetings.

Responsibilities of the Owners of the Scheme

The Noak Bridge Parish Council retains overall responsibility for the scheme.