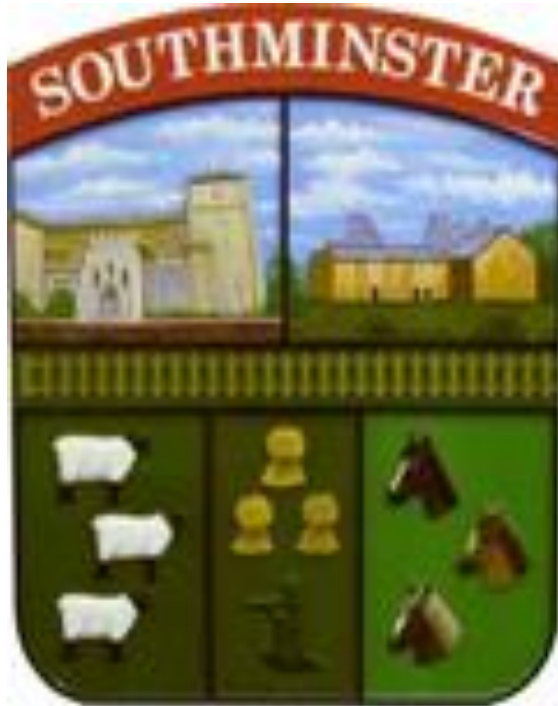


# Closed Circuit Television (CCTV) Protocol



Date

Minute Reference

Adopted:

25/056 17<sup>th</sup> March 2025

Next Review:

March 2026

## **Introduction**

In its duty of care to residents and mindful of its responsibility for public property, Southminster Parish Council is committed to ensuring the most appropriate measures are in place to protect public assets and the safety of everyone using its facilities.

This protocol is to control the management, operation, use and confidentiality of the CCTV system in operation at King George V Memorial Field, Station Road, Southminster, Essex CM0 7EW.

## **Legislation**

This protocol has been produced in line with current legislation.

- The General Data Protection Act 2018
- The Information Commissioner's Office updated Code of Practice 2017 covering the use of Closed Circuit Television (CCTV)
- The Protection of Freedoms Act (POFA) - New surveillance Camera Code of Practice issued by the Secretary of State in 2013, monitored by the Surveillance Camera Commissioner.

This protocol aims to ensure that Southminster Parish Council operates its CCTV system in a legal manner, in accordance with the twelve guiding principles of the Surveillance Camera Code of Practice contained in the Information Commissioner's Office updated Code of Practice 2017 covering the use of Closed Circuit Television (CCTV) and with all due respect for the privacy of individuals.

## **Purpose of the Cameras:**

To act as a deterrent to criminal activity, vandalism, anti-social behaviour and criminal damage at the King George V Memorial Field, Station Road, Southminster, Essex CM0 7EW.

## **Equipment**

IP based CCTV system comprising 4 x high resolution megapixel cameras connected to a Network Video Recorder.

All equipment was supplied and installed by Clearview.

All equipment is maintained by Mayfair Security.

## **Location of the cameras:**

The cameras are located as required at the King George V Memorial Field. The Parish Clerk has location details and coverage map. Additional cameras can be added as required.

## **Signage:**

Southminster Parish Council lets people using the facilities know that they are in the area where a surveillance system is in operation through the use of prominently placed signs at the entrance to the surveillance system's zone and by reinforcing this message with further signs inside the area.

Signs inform the public that images are being monitored and recorded for the purposes of crime prevention and public safety, that the scheme is controlled by Southminster Parish Council and that for further information should contact the Parish Council on 01621 773868.

## **Management of the CCTV**

The images are securely stored and will only be viewed in the event that criminal activity, vandalism, anti-social behaviour or criminal damage occurs. Access to the images is restricted. Only the Chairman and Clerk can view live footage or review historic data.

Southminster Parish Council reserves the right to publish images subject to Safeguarding policies.

Disclosure of CCTV images to the Police or other law enforcement agencies shall be made where requested by those agencies for the purpose of crime prevention and detection. Details of all disclosures will be recorded and signed accordingly by both parties.

All CCTV data is erased after 30 days and then over written. Images shall only be retained in compliance with current guidelines within the Code of Practice or as requested by the Police.

### **Accountability**

Copies of the Parish Council's CCTV policy are available in accordance with the Freedom of Information Act. The Police will be informed of the installation and provided with a copy of this CCTV Protocol. Any written comments, complaints or compliments regarding the system will be considered by the Parish Council, in line with its existing complaints procedure.

This Protocol must be complied with at all times and will be subject to annual review or as required by the introduction of new legislation.

Adopted by Southminster Parish Council on:

Signed:  
Chairman

Clerk to the Council