



WEMBURY ALLOTMENT ASSOCIATION

Affiliated to NSALG

POLICY FOR USE OF CAMERAS ON WEMBURY ALLOTMENTS

GUIDANCE NOTES

INTRODUCTION

There is legislation in place to govern the use of CCTV cameras in a public space.

However, the allotment site is a private space. The Wembury Allotment Association (WAA) lease the land from the National Trust (NT) and the WAA decide what happens on the land, but the WAA does allow the public access the allotment site **at their own risk**.

The WAA Camera Policy uses the 12 Principles in the code on which to base the Camera Policy as far as is practical. As the WAA main aim is to be clandestine about the use of the camera, many of the principles really don't apply.

LEGISLATION

The Protection of Freedoms Act 2012 introduced legislation governing the use of surveillance camera systems that monitor public space.

This included:

- The Surveillance Camera Code of Practice (2013) and The Surveillance Camera Commissioner whose role it is to encourage compliance, review operations and provide advice about the code.
- Section 33(5) places Local Authorities on a list of 'relevant authorities' who MUST pay due regard to the code.

The code sets out 12 principles for the operation of surveillance camera systems.

Each system should:

1. Have a defined purpose and legitimate aim
2. Not impinge on an individual's privacy or human rights
3. Be operated transparently so people know they are being monitored
4. Be operated with good governance
5. Have clear policies, rules and procedures in place
6. Store no more images/data than strictly required
7. Have safeguards in place in relation to who can view images/data
8. Meet relevant and approved standards
9. Ensure images/data are stored securely
10. Review systems regularly (at least annually)
11. Be effective in supporting law enforcement
12. Databases used for matching purposes should be accurate and up to date



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CAMERA POLICY

1. Have a defined purpose and legitimate aim

The main use of the camera is to survey a specific plot / area to determine what is causing damage to the plot / area or produce. Also to determine what or whom is removing produce / equipment from the plot / area.

2. Not impinge on an individual's privacy or human rights

Does not apply as it is clandestine use – but human rights will be respected where possible.

3. Be operated transparently so people know they are being monitored

Each gate to the allotments indicates the use of cameras on the allotment site.

4. Be operated with good governance

The two cameras are owned by the WAA and will only be used following a specific request from a plot holder or the WAA Committee.

The WAA Committee will delegate a person responsible for the installation, use and maintenance of the cameras. That person will report back to the WAA Committee as necessary, before any further action is taken.

5. Have clear policies, rules and procedures in place

The Camera Policy will be approved by the WAA Committee and endorsed annually at the AGM.

The Camera Policy will be on the WAA website.

6. Store no more images/data than strictly required

The camera will be viewed weekly by the designated person. If nothing is shown to help the defined purpose, then the chip information will be deleted and chip reused. If the viewing shows something that will contribute to the main aim, then the delegated person will report to the WAA Committee and plot holder requesting the camera.

7. Have safeguards in place in relation to who can view images/data

Information brought to the attention of the WAA Committee will be discussed with the plot holder requesting the camera about a suitable course of action to be taken. The chip will be stored securely by the designated person until its use is requested.

8. Meet relevant and approved standards

} The WAA Committee will regularly review the person in

9. Ensure images/data are stored securely

} charge of the camera and its usage. The delegated person

10. Review systems regularly (at least annually)

} and camera usage will be agreed annually at the AGM.

11. Be effective in supporting law enforcement

If the camera shows a possible infringement of the law, then the WAA Committee will take this matter up with the Police in pursuit of the main aim of the camera usage.

12. Databases used for matching purposes should be accurate and up to date

Not relevant to WAA.

Approved by the WAA Committee at their meeting on 28 November 2023