

# **Hesketh with Becconsall Parish Council CCTV**

## ***Policy Document 16***

### **1 INTRODUCTION**

- 1.1 The Civil Parish Council (CPC) has installed twelve CCTV cameras spread over five locations within the Parish that operate independently and, for remote access, through a Wireless Internet Provider (WISP).
- 1.2 Management responsibility and operation of the system rests with the Executive Clerk (EO) of the Parish Council (in consultation with the Council Chairman and Vice Chairman).
- 1.3 Technical maintenance of the system is carried out by the Executive Clerk and/or the WISP.
- 1.4 The system is owned and maintained by Parish Council.
- 1.5 CCTV images can be monitored, and certain cameras remotely controlled, from the EO's Office or via certified mobile devices.
- 1.6 The system is not routinely monitored although operational 24/7.
- 1.7 All locations will display notices advising persons that images are being constantly recorded and give details of the operator (CPC) and where they can be contacted.
- 1.8 The Council will aim to operate within the provisions of the "Surveillance Camera Code of Practice 2013" and remain registered with the "Information Commissioners Office" (ICO) (Certificate - Z3304805)

### **2 STATEMENT OF PURPOSE**

- 2.1 The CCTV scheme is operated primarily to offer re-assurance to the general public and persons using the Council's, or its partner's, facilities and with the aim of deterring crime and anti-social behaviour.
- 2.2 The scheme is primarily designed to provide evidential video subsequent to an event rather than routine monitoring.
- 2.3 Live monitoring may be undertaken at the EO/Council's discretion or at the request of partner organisations where known or suspected activities contrary to the interests of the groups is taking place or expected to take place.

### 3 **PARTNERSHIP**

- 3.1 The current partners in this CCTV scheme are Hesketh Bank Community Centre, Hesketh Bowling Club, Hesketh Bank Cricket Club, Hesketh Bank Association Football Club, All Saints Parish Church, All Saints Church Primary School.
- 3.2 The Council will also work with the Police and other Blue Light Services and local educational establishments if requested.

### 4 **KEY OBJECTIVES**

- 4.1 The primary objective of the CCTV scheme is to provide a safe and secure environment for users of the Council's or its partners' facilities and also:-
- Assist in the detection and prevention of crime.
  - Reduce fear of crime in the community.
  - Provide evidential video or still photography in relation to crime or public order.
  - Reduce vandalism, criminal damage and Anti-Social behaviour.

### 5 **RECORDING**

- 5.1 Recording of images is effected locally at each location either through solid state electronics (SSE) and/or traditional Hard Disk Network Video Recorders (NVR).
- 5.2 Stored images will be saved until overwritten by new images on a continuous loop with historical images being typically kept for periods of 7 to 28 days depending on activity in the surveillance area.
- 5.3 Images, either live or recorded, can be downloaded and saved either remotely or on site. Such image retention will be logged.
- 5.4 Recordings or images will not routinely be passed to the Police or Emergency services but will be provided upon formal written request and logged.

### 6. **MONITORING**

- 6.1 Live monitoring will not normally be carried out but can be at the instigation of the EO or by request from partner organisations. All such monitoring will be logged.

6.2 Access to the cameras and recordings will be only be carried out by the EO and effected from logged terminals using MAC identities, set IP addresses and passwords offering three levels of security.

6.3 The EO will maintain full Enhanced Disclosure/DBS clearance.

## 7 **COMPLAINTS**

7.1 Any complaints in respect of the CCTV operation are to be dealt with under the Council's normal complaints procedures.

## 8 **ACCOUNTABILITY**

8.1 The EO is accountable to the full Parish Council for general matters or to the nominated Members for matters of a security issue.

*Reviewed October 2011*

*Reviewed and updated September 2013*

*Reviewed October 2015*

*Reviewed October 2017*

*Reviewed September 2018*

***Ian T Cropper***  
***Executive Clerk***