



CCTV & ANPR POLICY

Adopted at Parish Council Meeting 13 November 2019 - Minute 5699(i)(c)
Reviewed at Parish Council Meeting 14 June 2023 – Minute 6352(iii)

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV and ANPR system located outside Potterspurry Sports & Social Club, Meadow View, Potterspurry, NN12 7PJ. The site is owned by Potterspurry Parish Council.

This policy was prepared after taking due account of the General Data Protection Regulations 2018, Freedom of Information Act 2000 and Information Commissioner's Office (ICO) Code of Practice.

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.

Potterspurry Parish Council owns and retains overall responsibility for the Scheme.

2. Statement of Purpose:

- (i) to help provide a safe and secure environment for the benefit of those working in and visiting the facilities;
- (ii) to protect the building, car park and surrounding recreation areas;
- (iii) to increase personal safety and reduce the fear of crime;
- (iv) to reduce vandalism of property, deter and detect crime and disorder;
- (v) to assist the Police with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- (vi) to deter potential offenders by publicly displaying the existence of CCTV and ANPR cameras, having cameras clearly sited and signs on display;
- (vii) to assist all "emergency services" to carry out their lawful duties.

- (viii) will not be used to invade the privacy of any individual, except when carried out in accordance with the law,

3. Data Protection Principles – data will be:

- (i) fairly and lawfully processed;
- (ii) processed for limited purposes and not in any manner incompatible with those purposes;
- (iii) adequate, relevant and not excessive;
- (iv) accurate;
- (v) not kept for longer than is necessary;
- (vi) processed in accordance with individuals' rights;
- (vii) secure.

4. Code of Practice

1. Day to day operational responsibility rests with the Clerk, Cllr S Parkin and Cllr R Capps.
2. Breaches of the policy will be investigated by the Clerk and reported to the Parish Council.
3. The Police are permitted access to recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime.
4. Regular checks should be made on the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of persons.
6. Digital images are stored for a period of 14 days.
7. Images will not normally be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest. The Clerk would inform the Chairman or Vice-Chairman of any such emergency.
8. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the officer's name, number and police station. The log should also show when such information is returned to the Parish Council by the Police and the outcome of its use.
9. Any event that required checking of recorded date should be clearly detailed to the Clerk and recorded in a log.
10. Any damage to equipment or malfunction should be reported immediately to the Clerk and recorded in a log.

Access Requests

1. To retrieve digital recordings, Access Requests must be submitted to the Parish Council within **5 days of the incident**.
2. Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and may be subject to a fee.
3. Any request by an individual member of the public for access to recorded images relating to alleged damage to their property or criminal offence must be made on an Access Request Form and may be subject to a fee.
4. Forms are available from the Clerk.
5. Completed forms must be returned to the Clerk and upon receipt the recording will be retrieved and stored subject to Parish Council approval of its release.
6. Requests from the Police will be dealt with as a priority.
7. Completed forms will be submitted to the next possible meeting of the Parish Council for consideration and reply, normally within two calendar months.
8. Consideration of Access Requests may be delayed during August as the Parish Council does not meet in that month.
9. There are no fees or charges for the first request but additional requests for the same data or requests which are manifestly unfounded or excessive will be subject to an administrative fee.

Potterspurty Parish Clerk
Jane Spence
228 Park Lane, Northampton, NN5 6QW
01604 587265
clerk@potterspurty.org
www.potterspurty.org.uk

See page 4 for Access Request Form

POTTERSPURY PARISH COUNCIL
ACCESS REQUEST FORM – CCTV / ANPR IMAGES
MUST BE SUBMITTED WITHIN 5 DAYS OF RECORDING DATE
TO - clerk@potterspury.org

Date of Recording:	Place of Recording:	Time of Recording:
Applicants Full Name and Address: Post Code: Phone No: Email:	Description of recorded data requested:	
Signature of Applicant: (or parent/guardian if under 18)		
Reason for request:		
Police Crime Reference (if applicable):	Insurance Company (if applicable):	
Information below to be completed by Parish Council Clerk		
Date Received:	Fee Charged / Not Applicable:	
	Fee Paid:	
Date Considered by PC:	Request Approved: YES / NO	
Date Applicant Informed:	Date Data Provided:	