



STRATFIELD MORTIMER PARISH COUNCIL

CCTV SURVEILLANCE SYSTEM POLICY

and Request for Access to Data

Introduction

CCTV (Closed Circuit Television also referred to as a “surveillance camera system”) has been installed by Stratfield Mortimer Parish Council with the primary purpose of reducing the threat of crime generally, protecting Stratfield Mortimer Parish Council premises and helping to ensure the safety of users, the general public and staff, consistent with the respect for the individual’s privacy.

The lawful basis for processing your personal data is:

- Legitimate Interest - processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child

Under data protection legislation, we are permitted to use your information this way because we have a legitimate interest in securing our premises and reducing complaints against our staff.

CCTV may capture more sensitive information about individuals. This processing is necessary for reasons of substantial public interest, for the prevention or detection of unlawful acts and to carry out a key function as set out in law, namely section 163 of the Criminal Justice and Public Order Act 1994.

The system will be used for the following purposes:

- to create a safer community
- to reduce the fear of crime
- to reduce the vandalism of property
- to prevent, deter and detect crime and disorder
- to gather evidence by a fair and accountable method
- to assist the police, Stratfield Mortimer 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 byelaws
- to deter potential offenders by publicly displaying the existence of CCTV: having cameras clearly sited that are not hidden and signs on display
- to assist all Emergency Services to carry out their lawful duties

The system comprises fully functional deployable cameras located above the tennis court westside fence at The Fairground, The Street, Mortimer, RG7 3RD. Camera images are not monitored but are recorded locally on the site where they operate, and access is only available to limited people. Images are captured 24 hours a day, seven days a week and are kept securely on encrypted cloud-based storage. If images are downloaded, they are stored on password protected Council hardware.

Signs will be prominently placed at strategic points to inform members of the public that a CCTV system is in use. Although every effort has been made to guarantee the effectiveness of the system, it is not possible to guarantee the system will detect every incident taking place within the area of coverage.

Stratfield Mortimer Parish Council has followed the CCTV guidelines produced by the Information Commissioner’s Office (ICO)

Access to images

Access to Images will be restricted to those that need to have access in accordance with the purposes of the system. Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following:

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and / or the prevention of terrorism and disorder.
- Prosecution and Safeguarding agencies.
- Relevant legal representatives.
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries).
- Parents/appropriate adults connected to an incident under review and involving someone aged under 18.

All requests for disclosure should be documented. If disclosure is denied, the reason should be recorded.

All footage can be exported if needed to be kept as part of an investigation. Stored images on the system are only kept for 30 days. This allows sufficient time and chance to come back to an event that has occurred. Images of an event may be kept for longer.

CCTV footage is not backed up so unless exported, it will be overwritten by the latest coverage.

Individuals' Access Rights

'The General Data Protection Regulations and the Data Protection Act 2018 give individuals the right to access personal information about themselves, including CCTV images.

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also, have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Stratfield Mortimer Parish Council will only give that information if it is satisfied as to your identify. If release of the information will disclose information relating to another individual(s) who can be identified from that information, Stratfield Mortimer Parish Council is not obliged to comply with an access request unless:

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

Stratfield Mortimer Parish Council Rights

Stratfield Mortimer Parish Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for:

- Prevention and detection of crime.
- Apprehension and prosecution of offenders.

Should the release of the data likely prejudice any of the above purposes then access can be refused.

Application Form

All sections of the form must be completed; failure to do so may delay your application:

Section 1 - Asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 - Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address), together with a recent full-face photograph of you.

Section 3 - The declaration must be signed by you.

When you have completed and checked this form, together with the required **TWO** identification documents, photograph, and fee, please send to:

Stratfield Mortimer Parish Council, 27 Victoria Road, Mortimer, Reading, RG7 3SH

If you have any queries regarding this form, or your application, please contact us either via phone on **0118 933 1955** or email the.clerk@stratfield-mortimer.gov.uk

Complaints

Complaints and enquiries about the day-to-day operation of SMPC CCTV systems should be addressed to the Parish Clerk at the.clerk@stratfield-mortimer.gov.uk

Request for Access to Data

SECTION 1 - About Yourself

The information requested below is to help us (a) satisfy ourselves as to your identify and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title (<i>tick box as appropriate</i>)	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>
Other Title (<i>e.g., Dr., Rev., etc.</i>)								
Surname/Family Name								
First Names								
Your Current Home Address								
<i>(for correspondence)</i>								
	Postcode:							
Tel. No: <i>(Preferred contact no.)</i>								

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SECTION 2 - Proof of Identity

To help establish your identity, your application must be accompanied by **TWO** official documents that between them clearly show your name and current address.

For example: a birth/adoption certificate, driving license, medical card, passport, or other official document that shows your name and address.

A recent, full-face photograph.

Failure to provide this proof of identity may delay your application.

SECTION 3 - Supply of Information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form. Do you wish to?

YES/NO

(a) View the information and receive a permanent copy

(b) Only view the information

YES/NO

SECTION 4 - Declaration

DECLARATION (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Signed by

Date

**Warning – a person who impersonates or attempts to impersonate another
may be guilty of an offence.**

Please complete Section 5 and then check the 'CHECK' box (on page 5) before returning the form.

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SECTION 5 - To Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section

Please tick the relevant box below:

A person reporting an offence or incident	
A witness to an offence or incident	
A victim of an offence	
A person accused or convicted of an offence	

Other – please explain

Date(s) and time(s) of incident

Place incident happened

Brief details of incident

DRAFT