



# WORTH PARISH COUNCIL

## CCTV POLICY

### 1. Introduction and Objectives

- 1.1 Worth Parish Council's (the Council) vision is to ensure a true 'village feel' and that Crawley Down and Copthorne are safe, attractive and enjoyable places for our existing and future residents to live. To this end, the Council is committed to ensuring the safety and security of its residents, visitors, staff and facilities.
- 1.2 Whilst new technologies provide better opportunities for the Council to prevent and detect crime and antisocial behaviour within Copthorne and Crawley Down, we realise that this must be balanced against an individual's rights of privacy.
- 1.3 This policy is therefore designed to address both the powers and obligations of the Council, and the legislation protecting the rights of individuals, in order to ensure that the Council's use of CCTV is lawful, proportionate, safe, and reasonable. It also aims to reassure individuals and the wider community that surveillance cameras are used for their safety and support, rather than for monitoring or intrusion.

### 2. Legal Framework

- 2.1 The CCTV system is operated in compliance with the following legislation:

- **The Data Protection Act 2018 and UK General Data Protection Regulation (GDPR):** The CCTV system will be operated in a way that ensures personal data is processed fairly, lawfully, and securely.
- **Surveillance Camera Code of Practice** (Home Office, 2013): The Council adheres to the 12 guiding principles outlined in the [Surveillance Camera Code of Practice](#) for the responsible use of CCTV, which was issued under the **Protection of Freedoms Act 2012**.
- **The Human Rights Act 1998:** The operation of CCTV must respect individuals' right to privacy under the European Convention on Human Rights.

- 2.2 The Council recognises its obligations under the above legislation and considers the use of CCTV in Worth Parish to be a necessary, proportionate and suitable tool to help prevent, detect and reduce crime; reduce the fear of crime; and improve public safety.

### 3. Purpose and Scope of the Policy

- 3.1 This policy outlines the operation of Worth Parish Council owned Closed-Circuit Television (CCTV) systems and has been written in accordance with the Information Commissioner's CCTV Code of Practice and the National Surveillance Commissioner's CCTV Code of Practice. It is also written in compliance with current UK legislation, as outlined above.
- 3.2 The following are covered by this policy:
- (a) **The System Owner:** *This is Worth Parish Council who are responsible for the ownership of the system with overall responsibility for ensuring this Policy is adhered to and the system is properly maintained in accordance with contractual arrangements. For this reason, Worth Parish Council are also Processors in relation to the system installation and hardware, they will not have access to the actual footage, including live streaming and retained data.*
  - (b) **The Data Controller:** *Worth Parish Council are Processors in relation to the public facing CCTV system. However, under the agreement, the role of the council is limited to the responsibilities set out under 'System Owner'. Sussex Police have responsibility for operating the Council's CCTV and are responsible for how the system is used and for what purpose; this includes ensuring that operational is compliant with the Data Protection Act 2018. As required by Article 26 UK GDPR, the council and Sussex Police have agreed their respective responsibilities for compliance and it is agreed that, in addition to the operation of the cameras, Sussex Police will also manage applications from subject wishing to exercise rights under ss45-48 DPA 2018, including Subject Access Requests. Though not covered by the same legislation, Sussex Police will also manage Freedom of Information requests relating to public facing CCTV.*
  - (c) **System Manager and System User:** *Members of Sussex Police staff who are trained and authorised to use surveillance equipment and have the devolved authority to manage CCTV on behalf of the Sussex Public Facing CCTV Partnership.*
  - (d) **Data Subject:** *This has the same meaning as given at Article 4(1) UK GDPR and for the purposes of the CCTV partnership, relates to any individual whose personal information is captured by surveillance equipment.*

### 4. Purpose of CCTV Surveillance

- 4.1 The Council has installed CCTV in the Parish to enhance the safety of those who live, work, trade and visit the Parish, particularly in those areas covered by the cameras. It

will help reduce the fear of crime; assist the prevention, investigation and detection of crime; the apprehension and prosecution of offenders; the maintenance of public order and the reduction of vandalism. The cameras may also be used to support the Council's statutory obligations and duties.

4.2 The system may be used and data processed for the following purposes:

- To prevent and detect crime, providing evidential material for criminal proceedings.
- To deter and detect incidents of anti-social behaviour, providing evidential material for criminal proceedings.
- To assist with other civil proceedings such as insurance claims.
- To help locate disorientated, lost or missing persons such as those with dementia.

4.3 The systems shall not be used for any other purpose and the monitoring of the lawful movements of any individual is prohibited.

## **5. Scope of the CCTV**

5.1 Camera surveillance is maintained using static and/or pan tilt zoom cameras at the following locations:

- The Village Green, Copthorne;
- Station Road, Crawley Down.

5.2 It is anticipated that following a period of review, a decision will be taken about whether additional cameras should be installed in the Parish. This may include the use of redeployable cameras, which can be located temporarily and transported to provide surveillance in different areas. The use of such cameras and the data produced by their use will always accord with the objectives of the CCTV System and be governed by this Policy and the Policies and Procedures of the Data Controller and Data Processor.

5.3 None of the cameras forming part of the System will be installed in a covert manner. Some may be enclosed within 'all weather domes' for aesthetic or operational reasons but the presence of all cameras will be identified by appropriate signs.

5.4 A map showing the number and location of all fixed cameras in the Parish is available on request.

## **6. System Operation**

6.1 Cameras are positioned to monitor public areas for the purposes stated above. The System will be operated fairly, within the law, and only for the purposes for which it was established and are identified in this Policy, or which are subsequently agreed in accordance with this Policy.

6.2 The system will be operated in accordance with the Data Protection Act 2018 and all the requirements and principles of the Human Rights Act 2003 at all times.

- 6.3 The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.
- 6.4 The operation of the System will also recognise the need for formal authorisation of any covert 'directed' surveillance or crime trend 'hotspot' surveillance as required by the Regulation of Investigatory Powers Act (RIPA) 2000 and Sussex Police policies and procedures.
- 6.5 The System will be operated in due deference to the general right to respect for the individual and regard for their private and family life. This means cameras will not be used to look into private residential property. Privacy zones have been put in place so that no camera will see into a resident's home and Operators will be specifically trained in privacy issues. In addition, no audio recording is enabled.
- 6.6 The System will be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and without any discrimination on any grounds such as sex, race, colour, sexual orientation, language, religion, political opinion, national or social origin or association with a national minority, property, birth or other status.

## **7. Access and Monitoring**

- 7.1 It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.
- 7.2 Images are recorded through cloud-based viewing with security coded software. This is monitored and controlled by Sussex Police within the Force Command Control and Contact Department based at their Lewes headquarters.
- 7.3 Councillors and Council members of staff will NOT have access to images recorded by the system. Footage is monitored and controlled solely by named system users who are trained and authorised personnel of Sussex Police. Access is provided to limited staff only with individual login access.
- 7.4 CCTV equipment has the capability of recording all cameras simultaneously throughout every 24-hour period. CCTV Operators are able to record images from selected cameras in real-time, produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with Sussex Police Policies and Procedures.
- 7.5 All viewing and recording equipment shall only be operated by trained and authorised users. All Operators will receive training relevant to the requirements of the Human

Rights Act 2003, Data Protection Act 2018, Regulation of Investigatory Powers Act 2000 and Sussex Police Codes of Practice and Procedures. They will be licensed by the Security Industry Authority where relevant and further training provided as necessary.

- 7.6 Unauthorised persons will not have access without an authorised member of staff being present.
- 7.7 Public access to the monitoring and recording facility will be prohibited except for lawful, proper and sufficient reasons and only then with the personal authority of the System Manager. Any such visits will be conducted and recorded in accordance with Sussex Police's Policies and Procedures.
- 7.8 Regardless of their status, all people attending Sussex Police headquarters to view cameras will be required to sign in and sign a declaration of confidentiality.
- 7.9 Requests for access to images by individuals wanting to access their personal data (Subject Access Requests) and requests by third parties will be directed to Sussex Police in accordance with their policies, procedures and legal obligations. See below for details of how to make a subject access request.

## **8. Data Processing and Handling of Recorded Material**

- 8.1 No recorded material, whether digital, analogue, hard copy or otherwise will be released by the Data Controller unless it is in accordance with their policies, procedures and legal requirements.
- 8.2 For the purposes of this Policy, 'recorded material' means any material recorded by, or as the result of, the technical equipment which forms part of this System. This specifically includes images recorded digitally or on other media including still prints.
- 8.3 Every recording made by the use of the System has the potential for containing material that may need to be admitted in evidence at some point during the period of its retention. Members of the public must have total confidence that the information recorded will be treated with due respect for private and family life. It is therefore imperative that all recorded material is treated strictly in accordance with the Data Processor and Data Controllers Policies and Procedures in accordance with legislation until the final destruction of the material.
- 8.4 Data will be processed in accordance with the Data Protection Act 2018, summarised as:
  - All personal data will be processed fairly and lawfully.
  - Personal data will be obtained only for the purposes specified.
  - Personal data held will be accurate, relevant and not excessive in relation to the purpose for which the data is processed.
  - Steps will be taken to ensure personal data is up to date.

- Personal data will be held no longer than is necessary.
- An individual will be allowed to access their data in accordance with the relevant legislation.
- Procedures will be implemented to prevent unauthorised access to, alteration, disclosure or loss of, or destruction of information.
- Information will not be transferred outside of the European Economic area unless the rights of individuals are protected.

8.5 Access to, and the use of, recorded material will be strictly for the purposes defined in this Policy only. Recorded material will not be copied, sold or otherwise released or used for commercial purposes or for the provision of entertainment; or otherwise made available for any use incompatible with this Policy or the Policies and Procedures of Sussex Police as Data Controller.

8.6 If prints are released to the media in an effort to identify alleged offenders or potential witnesses, full details will be recorded in compliance with Sussex Police's Policies and Procedures.

8.7 The operator of the System has been notified to the Information Commissioner's Office in accordance with the current Data Protection Legislation.

## **9. Data Retention and Security**

9.1 Recordings will be stored securely within the system for a period of up to 31 days. After that time, they will be overwritten by new recordings.

9.2 If a recording is believed to include evidence to be used in accordance with the authorised purposes of the System the recording will be extracted and saved by Sussex Police under Part 3 of the Data Protection Act 2018. The recordings will be retained, stored and securely deleted in accordance with Sussex Police's Policies and Procedures.

9.3 Every item of recorded material that is produced is managed using specific software which provides a clear audit trail.

9.4 Copyright and ownership of all material recorded on the System will remain with Sussex Police as the Data Controller.

## **10. Public Awareness**

10.1 CCTV signs are displayed prominently in all areas covered by CCTV, informing the public of its presence and purpose. Contact information for Sussex Police is provided on the signs for individuals seeking further information or wishing to exercise their data rights.

10.2 This Policy will be available on the Council's website and in paper format upon request to the Council.

## **11. Requests for Information – Subject Access Request**

11.1 Individuals have the right to:

- Access their personal data (Subject Access Request).
- Request rectification or erasure of data where applicable.
- Restrict or object to the processing of their data.

11.2 Any request from an individual for disclosure of personal data which they believe is recorded by virtue of the System will be directed to Sussex Police as Data Controller. This will be treated as a Data Protection Subject Access Request and is exempt from the provisions of the Freedom of Information Act.

11.3 Any person making such a request should use the Sussex Police Subject Access Request Form, [Ask for information about yourself | Sussex Police](#).

11.4 Any person making a request must be able to satisfactorily prove their identity and provide sufficient information to enable the data to be located.

11.5 If the relevant footage shows third parties and the provision of such could involve an unfair intrusion into the privacy of the third party, the footage will not be disclosed unless all third parties have provided written agreement that that the relevant footage can be obscured.

11.6 In accordance with the Data Protection Act 2018, personal data processed for the prevention of crime and/or the apprehension or prosecution of offenders is exempt from the subject access provisions to the extent to which the application of the provisions to the data would be likely to prejudice these matters.

## **12. Review and Audit**

12.1 The CCTV System will be reviewed annually to ensure it remains necessary, proportionate and effective.

12.2 The operation of the System will also be audited on an annual basis to check for compliance with the Data Controller and Data Processors Code of Practice and Practice Manual.

12.3 This Policy will be reviewed annually by Worth Parish Council to ensure it remains compliant with legislation and continues to meet its objectives, in consultation with Sussex Police and any organisation with a participatory role in the operation of the System.

- 12.4 Sussex Police will also keep their Code of Practice and Procedural Manual under review. Any major changes (i.e. those which are likely to have a significant impact upon the Code of Practice or Procedural Manual or upon the operation of the System) will only take place after consultation with Worth Parish Council and any organisation with a participatory role in the operation of the System.
- 12.5 A minor change (i.e. such as may be required for clarification and will not have a significant impact) may be agreed between the System Manager and System Owner.

### **13. Complaints**

- 13.1 Any concerns or complaints regarding the introduction and use of CCTV by the Council can be directed to the Council's Chief Officer at First Floor, The Parish Hub, Bowers Arms Road, Copthorne, West Sussex, RH10 3ZQ or via email to [clerk@worth-pc.gov.uk](mailto:clerk@worth-pc.gov.uk).
- 13.2 Where the enquirer or complainant is a third party, and the enquiry or complaint relates to someone else, the written consent of the Data Subject is required.
- 13.3 The Council will investigate all complaints in accordance with its complaints procedure and take appropriate action if necessary.
- 13.4 All System Users are contractually subject to Regulations governing confidentiality and discipline. Any performance issues identified will be considered under the appropriate organisation's disciplinary procedures.

**Adopted by Worth Parish Council on: 24 March 2025**

**Review Date: March 2026**