### Rempstone CCTV Policy – Reviewed May 2025

### Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system in Rempstone village. The policy was prepared after taking into account the Data Protection Code of Practice for Surveillance Cameras published by the Information Commissioner’s Office in 2017.

The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. Registration Reference Z2909856.

Rempstone Parish Council and Village Hall Management Committee accept the eight data protection principles. Data must be:

1. fairly and lawfully processed;
2. processed for defined purposes;
3. adequate, relevant and not excessive;
4. accurate;
5. not kept for longer than necessary;
6. processed in accordance with individuals’ rights;
7. secure;
8. not transferred to a country or territory outside of the UK unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

### Purpose

To provide a safe and secure environment for the benefit of those who live, work, or visit in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used to:

* reduce the fear of crime in the village;
* reduce vandalism of property, and to deter and detect crime;
* assist the Police, and other law enforcement agencies, with identification, detection, apprehension and prosecution of offenders.

### Responsibilities

Rempstone PC and VHMC are jointly responsible for the CCTV Scheme. Maintenance, repair, and upgrade activities are jointly agreed, and costs shared equally. VHMC is responsible for insuring the dome cameras attached to the Village Hall. PC is responsible for insuring cameras used for number plate recognition, the camera installation at Wysall Lane junction with A6006, and its communication back to the Village Hall.

Day to day operational responsibility is shared between representatives of PC and VHMC, ideally by individuals who hold positions in both bodies. The current representatives are:

Cllr Michael Hunter, a member of the VHMC

Cllr Roland Gower, a Trustee for the Village Hall

They will ensure that:

1. A system operation manual is development and maintained, describing how the system is to be used and managed.
2. Operators are trained in the use of the system, and do not change any pre-set criteria to compromise the privacy of any individual.
3. All access to the system is logged.
4. Date and time are checked regularly.
5. There is no public access to the monitors except for lawful reasons, and is approved by the Chairmen of both the PC and VHMC.
6. Recorded images are stored securely, handled by a minimum number of individuals, and erased after 31 days.
7. A copy will be kept of any images which are passed to the Police, and erased after seven years.
8. Images are not supplied to the media or any other body, except with prior approval of both PC and VHMC Chairmen.
9. Any damage or malfunction is recorded and logged, along with date and time of repair.

### Data Protection

Any request by an individual member of the public for access to their own recorded image must be on an Access Request Form, which shall be available from the Parish Clerk, or can be downloaded from the Parish Council website. Access Requests will be considered by the Parish Council, and responded to by the Parish Clerk. There is a £10 fee per request which will be shared jointly between PC and VHMC.

Any written complaints about the use of the system will be considered by the Parish Council in line with its complaints policy.

### Changes to the Policy

The policy will be subject to annual review by the Parish Council (PC), and by Rempstone Village Hall Management Committee (VHMC) who’s building houses many of the cameras. Reviews will ensure that the policy continues to reflect the public interest, the needs of the Village Hall for building security, and that the system meets legislative requirements. Any change to this CCTV Policy will take place only after discussion and agreement at both PC and VHMC meetings.