

## **HECKINGTON PARISH COUNCIL'S CCTV POLICY**

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Heckington Parish Council Chambers, Heckington Cemetery and Heckington Allotments.

The system comprises a number of fixed and mobile cameras located at and around the site/s.

All cameras are controlled remotely and can be viewed by designated personnel of Heckington Parish Council and the Police only.

The CCTV systems are needed to protect the public by dissuading crime and anti-social behaviour and to assist in the detection of crime on Parish Council property and to ensure public safety. Physical security is also in operation in the form of locked doors and gates and intruder alarm systems. It is in the public interest that crimes and anti-social behaviour committed in the village are detected and where necessary the surveillance recordings can be used to support a criminal investigation that could lead to a successful conviction or outcome. Care has been taken to ensure the privacy of neighbouring properties.

### **Management of the System**

Operational responsibility for the scheme is with the Clerk and duly delegated Councillor or member.

For the purposes of the Parish Council Chambers this shall be the Chair, Councillor Spencer; for the cemetery this shall be the Chair, Councillor Tucker and for the allotments, the Chair of the Allotment Management Committee, Mr Steven Wright.

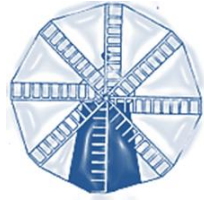
The CCTV system at the Parish Council Chambers is located in the secured office.

The CCTV system at the cemetery and allotments is accessed remotely via mobile device. Storage is via SD card on site.

Access to CCTV images will be limited to the Clerk, Councillors and duly delegated members and the Police. The CCTV systems are password protected to mitigate the risk of unauthorised use.

Following a request to access CCTV footage, two of the designated people must be present when the system is being reviewed and the CCTV image Access Request and Review Form, shown in Annex A, must be completed on every occasion that the system is accessed for review.

A copy of this Policy is available for review on the Parish Council website.



## **Control and Operation of Camera, Monitor and System**

The following points must be strictly observed by all operators:

- 1) Authorised operators must act with due probity and not abuse the equipment to compromise the privacy of the individual.
- 2) The focus of the CCTV cameras is based upon a variety of information including security, health and safety and safeguarding.
- 3) Access to CCTV footage will only be allowed if deemed appropriate and absolutely necessary.
- 4) Digital records should be securely stored to comply with data protection.
- 5) Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest.

This policy is based on the guiding principles of the Surveillance Camera Code of Practice 2017. A copy of the guiding principles are detailed in Annex B.

Copies of the CCTV policy are available online and upon request, in accordance with the Freedom of Information Act 2000 and the Parish Council's Data Protection and Publication Scheme Policy documents.

Any concerns or complaints regarding the use of the CCTV system/s must be put in writing to the Clerk at [clerk@heckingtonparishcouncil.gov.uk](mailto:clerk@heckingtonparishcouncil.gov.uk) and these will be dealt with in line with the Complaint's Policy.

## **Appendix 1**



ID	Expected Use	Description	Recorded Location	Camera Type	Storage Type and Days
Allotment 1	Deter crime and anti-social behaviour	Moving	Allotment Gate	Xega solar	Cloud and SD Card – Indefinite
Allotment 2	Deter crime and anti-social behaviour	Moving	Allotment Gate – Driveway	Xega solar	Cloud and SD card – Indefinite
Cemetery 1	Deter crime and anti-social behaviour	Moving	Cemetery Driveway	Xega solar	Cloud and SD card – Indefinite
Cemetery 2	Deter crime and anti-social behaviour	Moving	Cemetery Right View Read	Xega solar	Cloud and SD card – Indefinite
Cemetery 3	Deter crime and anti-social behaviour	Moving	Workshop	Xega solar	Cloud and SD card – Indefinite
Chambers 1	Deter crime and anti-social behaviour	Static	Driveway	Swann	Cloud and control panel - indefinite
Chambers 2	Deter crime and anti-social behaviour	Static	Meeting Room 1	Swann	Cloud and control panel - indefinite
Chambers 3	Deter crime and anti-social behaviour	Static	Meeting Room 2	Swann	Cloud and control panel - indefinite
Chambers 4	Deter crime and anti-social behaviour	Static	Library Entrance outside view	Swann	Cloud and control panel - indefinite
Chambers 5	Deter crime and anti-social behaviour	Static	Library Interior	Swann	Cloud and control panel – indefinite
Chambers 6	Deter crime and anti-social behaviour	Static	Office corridor	Swann	Cloud and control panel – indefinite
Chambers 7	Deter crime and anti-social behaviour	Static	Outside toilet	Swann	Cloud and control panel – indefinite



Chambers 8	Deter crime and anti-social behaviour	Static	Office corridor	Swann	Cloud and control panel – indefinite
Chambers 9	Deter crime and anti-social behaviour	Static	Office	Swann	Cloud and control panel - indefinite

**Annexe A to follow**

**Annexe B to follow**

**Version control and amendment history**

<b>Date approved</b>	<b>Version Number</b>	<b>Revision / amendments made</b>	<b>Review date</b>
30 June 2025	V1.0	New Policy	May 2026
18 May 2026	V1.0	Re-adopted. No amendments	May 2027