



# St Stephen in Brannel Parish Council

Mrs Linda Ranger - Clerk and RFO  
E-mail: [clerk@ststepheninbrannel-pc.org.uk](mailto:clerk@ststepheninbrannel-pc.org.uk)  
[www.ststepheninbrannel-pc.org.uk](http://www.ststepheninbrannel-pc.org.uk)

Office 2, Brannel Room  
22 Fore Street, St Stephen  
St Austell, PL26 7NN  
Tel: 01726 823003  
Fax: 01726 821233

## CCTV Management Policy<sup>1</sup>

### Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at:

- Brannel Room, Fore Street, St Stephen, St Austell, PL26 7NN

This system is owned and managed by St Stephen in Brannel Parish Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulations 2018.

This policy will be subject to a tri-yearly review by the Parish Council to ensure that it continues to reflect the public interest and that it meets all legislative requirements.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998 -

Registration Reference: Z7787866

St Stephen in Brannel Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 which states data must be:

- Fairly and lawfully processed;
- Processed for limited purposes and not in any manner incompatible with those purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Not kept for longer than is necessary;
- Processed in accordance with individuals' rights;
- Secure; and
- Not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured

---

<sup>1</sup> Adopted by Full Council at the meeting held on Wednesday 4<sup>th</sup> March 2020 under minute number FPC68/20. Due for review in 2023.

### Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will only be used in accordance with the relevant legislation. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using facilities at the entry to St Stephen Churchtown cemetery;
- To prevent, deter and detect crime and disorder;
- To reduce the level of anti-social behaviour at the Churchtown Craft Workshops, St Stephen;
- To assist the police, parish council and other legal enforcement agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime and public order; and
- To act as a deterrent to potential offenders by publicly displaying the existence of CCTV by having signs on display in areas being monitored

### CCTV Code of Practice

- Day to day operational responsibility rests with the Data Protection Officer whom is the Clerk to the Parish Council. In the absence of the Clerk, the responsibility lies with the Administrator.
- Alleged breaches of this policy will be investigated by the Clerk and reported to the Parish Council plus any other relevant agency such as the ICO.

### Control and Operation of the Systems

- Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual;
- No public access will be allowed to the monitors or recordings;
- The police and other legal enforcement agencies may be permitted access to the recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies are able to visit the Parish Council Office to review and confirm the Parish Council's operation of CCTV by arrangement. Any visit to view images will be logged by the Clerk;
- Operators should regularly check the accuracy of the date/time displayed;
- Unless on the advice of the police, CCTV images will not be shared on any social media platforms; and
- Any written concerns or complaints regarding the use of the system will be considered in line with the existing complaints policy.