



## **CCTV policy**

(Installed by CCTVCO on 23<sup>rd</sup> Nov 2016)

This policy has been written in line with the Surveillance Camera code of Practice and from guidance from the ICO (information Commissioners Office).

### **CCTV has been installed;**

- To improve the safeguarding of children, staff and other park users.
- For the personal protection and safety of children, staff, parents and carers
- To enhance security
- To prevent vandalism and protect property

It is not installed to invade privacy and stalk you but to protect you by deterring criminal activity and by providing material evidence when a crime has been caught on film.

Tarner Community Project believes CCTV is a valuable tool which contributes to the safety, security and protection of people and property.

Our CCTV is on 24 hours a day, 7 days a week.

Tarner Community Project as the CCTV operator will do the following;

- Let people know that they are using CCTV – signs are a visual way of doing this
- The signs must include details of the organisation operating the system if this is not obvious.
- Tarner Community Project will explain to staff that CCTV is being used. This will also be explained in the staff handbook.
- Conversations between members of the public should not be recorded – we have no sound on our CCTV.
- Tarner Community Project will not be allowed to disclose images of identifiable people to the media or to put them up on the internet for entertainment.
- The data collected will not be misused in any way.
- Tarner Community Project will be responsible for deciding what is recorded and how the images will be used and who they should be disclosed to. The person responsible for regulating this is the CEO.
- Tarner Community Project will have clear procedures on how to use the system and when to disclose information. A record of any disclosure will be kept by us.
- Access to images will only be allowed to those who need it. Images may be shared with the police, Ofsted and the LADO in the event of any investigations being undertaken.
- Tarner Community Project will consider other park users. We may ask other park users and our neighbours to view footage. This may also help allay any concerns they have about our CCTV and also inspire trust and confidence in the use of CCTV.

**Ofsted Number: EY471335.**

**Registered Charity Number: 1152321.**

**Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY**

**Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS**



- Images will be kept for as long as necessary.
- CCTV may be used for internal training purposes.
- Images will only be viewed within the confines of the project and on the system installed by the project. Nowhere else.
- Tarner Community project will have safeguards in place to ensure that the CCTV is only operated in a way that cannot be misused especially as we are based in a public park.
- We are registered with the ICO (Information Commissioners Office) – registration reference;
- ZA222392 – date of registration 12/12/16 expiry date 11/12/17.
- Make regular checks to ensure the correct procedures are being carried out, to promote best practice and that we are within the law.
- Use the CCTV in a responsible way to protect the privacy of others.
- Cameras will avoid inappropriate views of private areas. Tarner Community project will consider the areas covered by CCTV and ensure that images captured by the camera are actually images that we need.

**Data Protection Act 1998** – controls how your personal information is used by organisations, businesses or the government. It sets out rules which we must follow when gathering, storing and releasing CCTV images of individuals.

Tarner Community Project may need to disclose images for legal reasons – eg. Crime detection. Once these images have been given to another organisation then that organisation must adhere to the Data Protection Act in the handling of these images and adhere to the code of practice.

We will ensure that the data protection principles are followed and make sure information is;

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Handled according to people's data protection rights
- Kept safe and secure

#### **Freedom of Information Act 2000**

This allows members of the public to request official information by writing to the public authority.

Reviewed and updated; July 2023

Date of next review; July 2024

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