

Fen Ditton Parish Council

Proposed-CCTV Operational Guidelines

Any CCTV operating in Fen Ditton by the Parish Council shall adhere to the following guidelines.

1. Any data captured shall comply with the Data Protection Act.
2. Only Parish Councillors and the Parish Clerk are authorised to review captured images
3. Police and Law enforcement agencies may be granted access as required and may be provided with images.
4. Images and any other stored data will be automatically deleted after 30 days unless required for evidence.
5. Signs warning the public will be prominently displayed in the area of cameras.
6. Hard Drives and other media will be kept in a locked location.
7. Two councillors will be appointed as system administrators with root access.
8. Authorised personal must delete images from their private equipment after transfer to the police.
9. Images required for evidence may be stored in Parish Council email accounts, but only for as long as is necessary.
10. Any images removed from the CCTV system shall be logged with the clerk, with date, time and purpose.
11. No images will be provided to members of the public.
12. Members of the public may be asked to view images on the system as part of internal or external investigations, a suspect crime or other purpose such as missing persons.
13. There are no restrictions on Live images, which may be demonstrated to members of the public, and a live monitor may be installed at any time.
14. Licensed contractors may be granted access for repairs or maintenance at any time.

As the CCTV system is not remotely accessible authorised personal can remove images from FDPC equipment in order enable transfer to police or law enforcement agencies.

Notes;

The system has been setup to capture two sets of images, lower resolution for fast access and for general review and high definition for evidence purposes. Cameras have night vision capability.

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