

CCTV Guiding Principles/Codes of Practice

The Baslow and Bubnell Neighbourhood Watch CCTV System operator has adopted the following 12 guiding principles, as recommended by the Surveillance Camera Code of Practice advice pursuant to the Protection of Freedoms Act 2012

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

Baslow and Bubnell Neighbourhood Watch have identified that there is a need in the village to prevent and detect crime. This decision was taken due to a number of serious offences being perpetrated on the residents', and an increase in high value acquisitive crimes, believed to be being committed by 'travelling criminals' in motor vehicles from other areas and counties.

To achieve this a CCTV system has been installed which covers two roads entering the village to capture motor vehicles used in criminal activity.

The system is also of great value to neighbouring towns and villages.

Baslow lies on edge of the county with trunk roads running through from South Yorkshire, Manchester and Derby. Baslow also is home to one of the most famous and well visited royal homes in the United Kingdom, the Chatsworth Estate.

2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

The Baslow and Bubnell Neighbourhood Watch coordinator has taken into account the effect of such a system will have on individuals and their property, and has concluded that any effect will be minimal. The cameras do not cover any private property, footfall is very low due to the location of the CCTV being on the very outskirts of the village. The system will have an annual review to ensure it is still required. There will be no audio recording.

3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

The Baslow and Bubnell Neighbourhood Watch CCTV system administration is open and transparent. The coordinator contact details are publicised on the CCTV signage.

The contact details are published in the village monthly magazine, Parish Council webpage, Facebook page and WhatsApp group. There are 50+ residents on the NHW Ringmaster system, plus at least twice per year the NHW distribute to each home a NHW news and contact details circular. NHW also recently had a 'come and meet us' at the village fete.

The coordinator can be contacted if any information is required at:
baslowneighbourhoodwatch@gmail.com.

4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

The Baslow and Bubnell Neighbourhood Watch coordinator is solely responsible for the administration of the CCTV system, having sole access. Any information or images will be treated in accordance with GDPR regulations. Information will be stored securely and 'weeded' on a regular basis. Information will only be shared for prevention and detection of crime, or for other law enforcement purposes, with the Police or other official body. Any information received from a **third party** by Baslow and Bubnell Neighbourhood Watch will be treated in the same manner.

5. Clear rules, policies and procedures must be in place before surveillance camera system is used, and these must be communicated to all who need to comply with them.

The Baslow and Bubnell Neighbourhood Watch coordinator is the only operator of the system and is fully aware of the above rules, policies and procedures.

6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

The system operator will ensure that all saved information is regularly 'weeded' and deleted as soon as there is no requirement to store it. Images on the actual CCTV system are automatically deleted after no more than 8 days.

7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

The system operator will ensure that all saved information is retained securely and that it is only shared for the purpose of the prevention and detection of crime, or for other law enforcement purposes. Only the Police or other official bodies will be allowed access to and information stored.

8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

The system operator has reached competency standards by undergoing training and taking an examination, in relation to the operation of the system and has undergone GDPR and Data Protection training, and are registered with the Office of Information Commissioners.

9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

The Baslow and Bubnell Neighbourhood Watch coordinator will ensure that access to the CCTV operating system and all stored information is subjected to the appropriate security measures to safeguard against unauthorised access and use.

10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

The Baslow and Bubnell Neighbourhood Watch coordinator will ensure that effective reviews and audits are completed to ensure compliance with legal policies in order to achieve required standards. Regular reports will be published.

11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

The Baslow and Bubnell Neighbourhood Watch coordinator will ensure that the system in question is used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

The Baslow and Bubnell Neighbourhood Watch coordinator will ensure that any information used to support a surveillance camera system which compares against a reference database for matching purposes will be accurate and kept up to date.

J. Rawlinson
Baslow and Bubnell NHW Coordinator
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