

St Dennis Parish Council

Wildlife Camera Policy

1. Introduction

This policy is to control the management, operation, use of the wildlife camera in the Playing field. The site is owned and managed by St Dennis 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 periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

St Dennis Parish Council accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:

1. fairly and lawfully processed.
2. processed for limited purposes and not in any manner incompatible with those purposes;
3. adequate, relevant and not excessive.
4. accurate.
5. not kept for longer than is necessary.
6. processed in accordance with individuals' rights.
7. secure.
8. 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.

2. Statement of Purpose

To provide capture and monitor the wildlife behind the playing field fence. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- To monitor and take images of wildlife behind the playing field fence.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder.
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension, and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws.
- To share the images of wildlife captured on the system with the wider public and to raise awareness of their existence within the playing field.

3. Changes to the Purpose or Policy

This policy will be discussed and reviewed by the Playing Field Trust. However, any major change that would have a significant impact on either the purpose or this policy of operation of the wildlife camera project will take place only after discussion and resolution at a full Parish Council meeting.

4. Responsibilities of the Owner of the Scheme

St Dennis Parish Council retains overall responsibility for the scheme.

Wildlife Camera Code of Practice

1. Management of the System

Day to day operational responsibility rests with the Clerk to the Council.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A Wildlife camera may prevent crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

2. Control and Operation of the Cameras.

The following points must be understood and strictly observed by operators:

- a) Trained operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) The SD card will be periodically removed and replaced the full card will be securely delivered to the Parish Council office for review. Any images of people will be deleted as necessary.
- c) Access to the system for the viewing of recordings will be limited to the Office Staff.
- d) Operators should regularly check the accuracy of the date/time displayed.
- e) **Storage and Retention of Images**
Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images of individuals will be erased where it is not necessary to retain those images for the purpose of crime detection and prevention.
- f) Images of individuals will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest.
- g) As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and the outcome of its use.
- h) All images checked will be recorded in a logbook for this purpose, a record within the logbook will detail actions taken.
- i) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the office.
- j) **Subject Access Requests**

Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form. Forms are available by contacting the Clerk to the Council or can be downloaded from the Parish Council website and will be submitted to the next meeting of the Parish Council for consideration and reply, normally within one calendar month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee

3. Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

4. Status

This policy was adopted by St Dennis Parish Council at a meeting of the council on

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.