

Petersfield Museum Limited – CCTV Policy

1 Statement of Intent, Scope and Purpose

- 1.1 Petersfield Museum Limited (“PML”) uses closed circuit television (“CCTV”) to deter and reduce crime and antisocial activity in order to provide a safe and secure environment for members of the public and to prevent the loss of or damage to property.
- 1.2 PML’s CCTV is registered with the Information Commissioner and it and the associated images are governed by the General Data Protection Regulation (“GDPR”). This policy outlines PML’s use of CCTV and its compliance with the GDPR.
- 1.3 This Policy is to control the management, operation, use and confidentiality of the CCTV system owned and operated by PML (“the System”).
- 1.4 PML complies with the Information Commissioner’s Office (“ICO”) CCTV Code of Practice to ensure the System is used responsibly and to safeguard both trust and confidence in its continued use. The Code of Practice is available on the ICO website.
- 1.5 In areas where the System is used, PML will ensure that there are signs indicating the use of CCTV.
- 1.6 It is not possible to guarantee that the System will cover or detect every single incident taking place in the areas of coverage.
- 1.7 The intention of providing the System is to provide a safe and secure environment for the benefit of those who might visit, work or live in the area.
- 1.8 The System will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

2 PURPOSES

- 2.1 The scheme will be used for the following purposes:
 - 2.1.1 to reduce the fear of crime by persons using PML facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
 - 2.1.2 to reduce the fear of crime by persons going about their normal business in the village centre and its environs;
 - 2.1.3 to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
 - 2.1.4 to assist the Police, other Law Enforcement Agencies and PML with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of byelaws;
 - 2.1.5 to deter potential offenders by publicly displaying the existence of System, having cameras clearly sited that are not hidden and signs on display, both inside and outside PML buildings and by gates accessing the courtyard.
 - 2.1.6 to assist all “emergency services” to carry out their lawful duties.

3 CHANGES TO PURPOSES

- 3.1 A major change that would have a significant impact on either the purpose or this policy of operation of the System will take place only after discussion at PML Board meeting(s) and resolution at a Board Meeting.

4 RESPONSIBILITIES OF OWNERS OF THE SCHEME

- 4.1 The Directors retain overall responsibility for the System.

5 MANAGEMENT OF CCTV

- 5.1 Day-to-day operational responsibility rests with the Museum Director (“the MD”), who can be consulted by the Police outside of office hours, if and when necessary.
- 5.2 Breaches of this policy by operators will be investigated by the MD and reported to Board.
- 5.3 A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant 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 PML office.

6 CONTROL AND OPERATION OF CAMERAS, MONITORS AND SYSTEM

- 6.1 The following points must be understood and strictly observed by operators:
- 6.1.1 Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
 - 6.1.2 The position of cameras and monitors have been agreed following consultation with the police and security consultants.
 - 6.1.3 No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the MD or the Chairman of Board. The Police are permitted to access digital recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit PML's Office(s) to review and confirm PML's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
 - 6.1.4 Operators should regularly check the accuracy of the date/time displayed.
 - 6.1.5 Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of essential persons. Digital images will normally be automatically erased after a period of 20 days.
 - 6.1.6 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 PML by the police and the outcome of its use.
 - 6.1.7 Any event that requires checking of recorded data should be clearly detailed in the logbook of incidents, including Crime Numbers, if appropriate, and PML notified at the next available opportunity.
 - 6.1.8 Any damage to equipment or malfunction discovered by an operator should be reported immediately to their line manager or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.

7 APPLICATIONS TO REVIEW CCTV IMAGES

- 7.1 Individuals may apply for CCTV footage to be reviewed by authorised personnel when a crime or incident has occurred and there is a reasonable likelihood that the event or evidence has been captured on the System. Such applications should be made on an "Access Request Form and are subject to a standard fee. The Access Request Form is available at PML's offices. Applications must be made within 14 days of the incident.
- 7.2 Individuals submitting applications for a review of CCTV recordings will be required to provide sufficient information to enable the request to be considered and for the relevant footage to be located. This will include the date, time, location and nature of the incident.
- 7.3 An authorised person will then determine whether the incident warrants examination of the recording and whether there is a reasonable likelihood that the event or evidence has been captured by the System.
- 7.4 PML reserves the right to refuse to examine CCTV footage for minor or trivial events or where dates and times cannot be provided or if the likelihood of the event being captured by the System is low.
- 7.5 Access to recorded images will be restricted to those authorised personnel to view them and will not be made more widely available.

7.6 There will be no disclosure of recorded data to third parties other than to enforcement authorities such as the Police and statutory organisations where these would reasonably and lawfully need access to the data.

8 SUBJECT ACCESS REQUESTS (“SAR”)

8.1 Individuals have the right to request access to CCTV footage relating to themselves under the GDPR.

8.2 All requests should be made in writing to the DM on the Subject Access Request Form which is available from PML’s offices.

8.3 Individuals submitting requests for access will be required to provide sufficient information to enable the relevant footage to be identified. For example, the date, time, location and description of the applicant. A recent photograph may also be required to aid identification.

8.4 Individuals submitting requests for access will be required to provide proof of identity.

8.5 No charge shall be made for legitimate SARs. However, PML reserves the right to charge an administrative fee or refuse to provide access to the recordings where requests are considered to be manifestly unfounded, excessive or repetitive.

8.6 On receipt of the required information, PML will endeavour to provide access to the footage as soon as is reasonably practical but in any event not more than 30 days.

8.7 PML may be unable to provide copies of recorded images where this may prejudice the legal rights of other individuals during a Police investigation.

8.8 Individuals have the right to request their personal data (including CCTV footage) be erased and PML will comply with GDPR when considering such a request.

9 ACCOUNTABILITY

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

9.2 The Police will be informed of the installation and provided with a copy of this CCTV Policy.

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

10 REVIEW

10.1 This policy will be reviewed three years from the date of adoption by PML.

Adopted by PML on 13th November 2020.

To be reviewed in 2023.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Museum Director at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Appendix 1

- Signs to be displayed in the following locations:
 Front of the building (either side of public facing front).
 On internal side of Twitten gates.
 Side of Tack Room (entrance to Courtyard)
 Courtyard wall by Courthouse entrance.
 Locations within the interior of the building.

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code: Tel.No:		A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request - to be submitted to the PML for the attention of the Museum Director.			
Continue overleaf if necessary			
Received by:	Museum Director's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:

PETERSFIELD MUSEUM LIMITED
RECORD OF NUISANCE / CRIMES

<i>OFFENCE</i>	<i>COMMITTED ON DATE/ TIME / PLACE</i>	<i>ADDRESS/ DESCRIPTION</i>	<i>NAME / ADDRESS OF WITNESS:</i>	<i>ACTION TAKEN (Crime No.)</i>	<i>BY:</i>	<i>DATE/ TIME</i>	<i>CCTV CHECKED</i>
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>Museum Director/ OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>Museum Director/ OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>Museum Director/ OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>Museum Director/ OR</i>		By: Result: Action: