



Shorne Parish Council

————— Borough of Gravesham —————

25.08.17

CCTV – APPLICATIONS FOR REVIEW OF CCTV RECORDINGS

The CCTV system in Shorne is intended to help deter and reduce crime and anti-social activity in order to provide a safe and secure environment for members of the public, and to prevent the loss or damage to property. The CCTV images may also be used to identify vehicles in breach of the width restriction traffic orders.

Individuals may apply for CCTV footage to be reviewed when a crime or incident has occurred, and there is a reasonable likelihood that the event or evidence has been captured by the CCTV system.

In the event of suspected criminal activity, this should in the first instance be reported to the Police, and a reference number or crime number obtained.

Except in an emergency, applications for a review of CCTV footage should be made in writing to the Parish Clerk.

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 that has occurred.

An authorised person will then determine whether there is a reasonable likelihood that the event or evidence has been captured by the CCTV system, and whether the incident warrants examination of the recording (a Qualifying Event).

The Council 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 CCTV system is low.

In the event that the Council agrees to review the recording, the Council reserves the right to charge an Inspection Fee of £10 per hour of footage to be reviewed, subject to a minimum charge of £20. Please note that there is no guarantee that the incident will be captured or located.

The Council's authorised person will review the relevant section of recorded CCTV images, and shall inform the applicant whether the incident has been captured or not, together with a brief description of the events recorded.

In the event that the recording has captured images of serious traffic offences, accidents, incidents of crime or anti-social behaviour, the inspection charges may be waived at the Council's sole discretion.

Where the recording has captured images of serious traffic offences, accidents, incidents of crime or anti-social behaviour, this will be reported to the Police or other enforcement authority, and the relevant film footage will be made available for them to view.

Please note that applicants do not have the legal right to view the recorded images themselves.

Access to recorded images will be restricted to those personnel authorised to view them, and will not be made more widely available. There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police.