

ABERDEEN PARK MAINTENANCE COMPANY LTD

CCTV POLICY

Contract details

APMC has a contract with IC2 CCTV and Security Specialists (UK) Ltd for the installation of and maintenance of the CCTV system in Aberdeen Park (AP).

APMC has a contract for the use of a space within AP for the location of the recording unit for the CCTV system.

1. Objectives

To increase the personal safety of residents and visitors to Aberdeen Park (AP) and reduce the fear of crime

To protect the property of APMC

To support the police in a bid to deter and detect crime

To assist in identifying, apprehending and prosecuting offenders

2. Location and specification of cameras

Cameras Specification

There are 9 x 12 Mega Pixel (MP) cameras with 360 degree range and 1 x 4MP camera with 180 degree range attached to lampposts in Aberdeen Park as follows

Lamppost AB02 –View from Highbury Grove entrance to Aberdeen Park down to Escuan Lodge junction.

Lamppost AB06 - View entrance to Aberdeen Park and towards junction corner near Escuan Lodge

Lamppost AB13 – View from East side of Aberdeen Park near Newcombe Estate towards Seaforth Crescent and towards the Escuan Lodge junction

Lamppost AB17 - View from SE corner of Aberdeen Park towards Highbury Centre and towards St Saviour's Church

Lamppost AB21 – View opposite St Saviour's Church towards North and South of Aberdeen Park

Lamppost AB24 - View from North side of Aberdeen Park towards the Church and towards the NE corner

Lamppost AB28 – View to NE corner and towards the Spur and The Woodlands

Lamppost AB33 - View towards the Spur and towards NE and NW corners

Lamppost AB36 - View from NW corner towards Escuan junction and east towards the Spur

Lamppost AB42 - View of Escuan junction towards entrance to Aberdeen Park and towards Seaforth Crescent and towards The Woodlands

There are, 4 x 8MP static cameras attached to lampposts as follows

Lamppost AB06 – View towards entrance of Aberdeen Park

Lamppost AB17 – View from Seaforth Crescent entrance towards the Highbury Centre

Lamppost AB32 – View from Spur gate into Aberdeen Park

Lamppost AB33 – View towards the Spur and Aberdeen Road entrance

3. Statement of intent

APMC is and will continue to be registered with the Information Commissioner under the terms of the Data Protection Act 1998 (DPA) and will seek to comply with the requirements of the DPA and the Commissioner's Code of Practice.

APMC treats and will continue to treat the system and all information, documents, and recordings obtained and used as data which is protected by the DPA.

Cameras are and will be used to monitor activities within AP to identify criminal activity and for the purpose of securing the safety and well-being of residents and visitors.

Cameras do not and will not focus on private homes or gardens.

Materials or knowledge secured as a result of CCTV are not and will not be used for any commercial or entertainment purposes and are and will only be released as set out in this policy document.

The planning and design of the system has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place within the area covered.

Warning signs or notices are and will continue to be placed at all access routes into AP in accordance with the Code of Practice of the Information Commissioner.

4. Operation of the system

The Scheme is administered by the Board of Directors of APMC ("the Directors") or any appointed nominee in accordance with the principles and objectives of this policy and the Data Protection Code for Surveillance Cameras and Personal Information ("the Code").

The recording equipment is and will only be accessed by the Directors or an appointed nominee.

The recording equipment may, on occasion, be accessed by the Directors or an appointed nominee for the purposes of checking or servicing the equipment or for the purpose of training the Directors or an appointed nominee in the operation of the CCTV software.

The CCTV system is in operation 24 hours a day every day.

5. Location of the recording equipment

The recording equipment is located in an office at a secured location in Aberdeen Park. Access to the recording equipment is and will be strictly limited. It is stored in a locked, secure box to which only the Directors or an appointed nominee have access.

The recorded information is encrypted. Only the Directors (or in the case of an emergency an appointed nominee) have access to the recorded information. Remote access is possible by the Directors who have the encryption key/password.

6. Monitoring

There is no live monitoring of the camera surveillance. All images are recorded and stored for 30 days on the hard drive of the recording equipment.

If, at any time, covert surveillance is required by police authorities or live monitoring is required in the interests of national security this must comply with all policies and procedures set down in all statutory requirements and any guidelines issued by the Information Commissioner's Office.

7. Image storage and release of recorded information

Images are stored for 30 days on the hard drive of the recording equipment.

If images are required for evidential purposes, the following procedures must be strictly adhered to:

1. Any request for images must be made to the Directors in writing by email to cctv@aberdeenpark.com on the appropriate Request for Information Form (which can be downloaded from www.aberdeenpark.com). The form must state the reason for the request and the date, time and location of the images required. In cases of emergency or

urgency a request can, in the first instance, be made by telephone to the appropriate contact telephone number stated on www.aberdeenpark.com.

2. Where a crime has been committed the individual making the request must provide a crime number.

3. Where no crime has been committed but a subject access request is made under the Data Protection Act, the data subject making the request must provide photographic proof of ID to ensure release of images only relevant to the data subject. The Directors will have discretion to refuse release of images if insufficient reason is given for the request or, if in the opinion of the Directors, a disproportionate amount of time and/or effort would be necessary to identify and locate the images. If a subject access request is made APMC will respond as soon as practicable from the date of receipt of the request. The Directors will also have discretion to refuse release of images if to do so would infringe the personal privacy rights of a third party where consent has not been obtained for release of images.

4. If a request for images is made by an organisation such as an insurance company or a firm of solicitors, images will only be released where satisfactory documentary evidence is provided showing that they are required for legal proceedings or in response to a Court Order. APMC may request reimbursement of administrative expenses in connection with the request.

5. If a request is made by the police it will be actioned in accordance with section 29 DPA or such other statutory provision which shall directly replace it.

6. Any images to be released will usually only be released to the police in connection with a reported crime. The images to be released will be downloaded onto a secure laptop and held in a secured file until transferred to a disk or memory stick or uploaded to a secure police CCTV portal or email. In the case of a request falling within paragraph 4 of this section or of a valid, successful subject access request within paragraph 3 of this section, the images will be similarly downloaded onto a secure laptop and held in a secured file until transferred to a disk or memory stick or uploaded to a secure portal or email. Any transfer of images in accordance with this policy will be agreed by at least two Directors.

7. At the discretion of APMC, APMC can request the person or organisation making the request for images to provide a disc or memory stick onto which the images can be downloaded.

8. If APMC provides the disc or memory stick, such disc or memory stick must be identified by a unique reference number and will be new or cleaned of any prior recording.

9. A log book is kept of all requests, releases of images, and any associated reference numbers.

8. Breaches of the Policy

Any breach of this policy will be investigated by the Directors and all steps as are reasonable will be taken to remedy the breach.

9. Assessment of scheme and policy on annual basis

The CCTV scheme and the purpose for its installation will be reviewed on an annual basis and information on requests for images will be given by the Directors at the Annual General Meeting of APMC. This policy was last reviewed and updated in March 2021.

10. Complaints procedure

Any complaints relating to the CCTV scheme in Aberdeen Park should be made in writing to the Directors at aberdeenpark@hotmail.co.uk . The Directors will investigate the complaint, take all reasonable steps to remedy the complaint and report accordingly at the Annual General Meeting of APMC.

10. Public Information

Copies of this policy are available at www.aberdeenpark.com