



ROWDE PARISH COUNCIL

Wildlife Camera Policy



ADOPTED: May 2026 To be reviewed May 2027

Rowde Parish Council Wildlife Camera Policy

Introduction This policy is to control the management, operation, use of the wildlife cameras at the allotments garden and Playing field at Sands Lane

The site is owned and managed by Rowde 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 meet all legislative requirements.

1. The eight data protection principles based on the Data Protection Act 1998 as follows.

- Data must be fairly and lawfully processed.
- Processed for limited purposes and not in any manner incompatible with those purposes.
- Adequate, relevant, and not excessive.
- Accurate.
- Not kept for longer than is necessary.
- Processed in accordance with individuals' rights.
- Secure.
- 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 at the playing field and allotment gardens at sands Lane

The system will not be used to invade the privacy of any individual, except when conducted in accordance with the law.

The scheme will be used for the following purposes:

- To monitor and take images of wildlife at the playing field and allotment gardens at Sands Lane
- 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 area.

3. Changes to the Purpose or Policy This policy will be discussed and reviewed by the parish council. 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 Rowde Parish Council retains overall responsibility for the scheme. Wildlife Camera Code of Practice

- Management of the System Day to day operational responsibility rests with the Chair 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 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.

5. Control and Operation of the Cameras. The following points must be understood and strictly observed by operators:

- The chair must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- The SD card will be periodically removed and replaced the full card will be securely check and images of people will be deleted, as necessary.
- Access to the system for the viewing of recordings will be limited to the Chair and Clerk
- Operators should regularly check the accuracy of the date/time displayed.

6. Storage and Retention of Images

- Digital records should be securely stored to comply with data protection and should only be handled by the 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.
- 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.
- 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.
- All images checked will be recorded in a logbook for this purpose, a record within the logbook will detail actions taken.
- Any damage to equipment or malfunction discovered by an operator should be reported immediately to the office.
- All data from the cameras will be deleted unless the show anti social behaviour

7. 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.

- 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.

8. Status This policy was adopted by Rowde Parish Council at a meeting of the council on

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.