

Heanor and Loscoe Town Council

CCTV Policy

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at Town Hall, Market Place, Heanor and The Wilmot Street Centre, Wilmot Street, Heanor.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015). This policy will be subject to periodic review (up to a maximum of 3 years) by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: Z9290895

Heanor and Loscoe Town Council accepts the eight data protection principles based on the Data Protection Act 1998 as follows. Data must be:

- a) fairly and lawfully processed;
- b) processed for limited purposes and not in any manner incompatible with those purposes;
- c) adequate, relevant and not excessive;
- d) accurate;
- e) not kept for longer than is necessary;
- f) processed in accordance with individuals' rights;
- g) secure;
- h) 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 a safe and secure environment for the benefit of those who might visit, work within, or use the facilities of these buildings. 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 reduce the fear of crime by persons visiting, working or using facilities at the Town Hall and The Wilmot Street Centre, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town 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 bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- to assist all "emergency services" to carry out their lawful duties.

3. Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the Executive Committee. However, any major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a full Town Council meeting.

4. Responsibilities of the Owner of the Scheme

Heanor and Loscoe Town Council retains overall responsibility for the scheme.

CCTV Code of Practice

1. Management of the System

Day to day operational responsibility rests with the Town Clerk.

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

A CCTV system prevents 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, Monitors and Systems

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 position of cameras and monitors have been agreed following consultation with the provider JKE Ltd, Electrical and Security Contractor.
- c) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk or the Town Mayor. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit both buildings to review and confirm the Town Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.

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 will be erased after a period of 31 days - unless required as evidence at any legal proceedings.

f) Images 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. The Town Clerk would inform the Town Mayor of any such emergency.

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 Town Council by the police and the outcome of its use.

h) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers, if appropriate, and the Town Council notified at the next available opportunity.

i) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Town Clerk and the Town Mayor and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.

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 and may be subject to a fee. Forms are available by contacting the Town Clerk and can be downloaded from the Parish Council website and will be submitted to the next meeting of the Town Council for consideration and reply, normally within one calendar month.

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 Town Council providing it does not breach security needs.

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

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

4. Status