



CCTV POLICY

Adopted 18th June 2018

Reviewed & adopted by the Staffing Committee 29th June 2020

Adopted at Full Council 20th July 2020

Review Date May 2021

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system at Berkeley Town Council.

It was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018. This policy will be subject to periodic review 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 Town Council accepts that:

- Personal Data must be processed fairly, transparently and lawfully processed
- It is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Kept secure

It is the policy of this Council to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. 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 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, both throughout the town and outside Berkeley Town Hall
- To assist all "emergency services" to carry out their lawful duties

A 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 full council meetings. All agendas are posted on the Town Council notice board at least 3 clear days before Council meetings.

The elected Town Council retains overall responsibility for the scheme.

CCTV Code of Practice

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted during office hours.

Breaches of this policy will be investigated by the 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 area.

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

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.
2. The position of cameras and monitors have been agreed following consultation with the Police.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council. The Police are permitted access to digital records and prints if they have reason to believe that such access is necessary to investigate, detect and prevent crime. The Police are able to visit the Council Office to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. 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.
6. 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 Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. 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.
8. 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 Data Controller notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by an operator should be reported to the Town Clerk.
10. Any request by an individual member of the public for access to their own recorded image must be made in writing and is subject to a standard fee of £ 10.00.

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.