DURRINGTON TOWN COUNCIL CCTV POLICY

The purpose of this policy is to control the management, operation, use and confidentiality of the CCTV system at the Pavilion in the Recreation Ground. It has been prepared taking due account of the Code of Practice for surveillance cameras and personal information 2013.

1. Introduction

1.1 This Policy is to control the management, operation, use and confidentiality of the CCTV system at the Recreation Ground, Durrington.

1.2 This Policy will be subject to annual review by the Town Council to ensure that it continues to reflect public interest and that it and the systems meet all legislative requirements.

1.3 The Council wishes to adopt the best practice and protocols set out in the Surveillance Camera Code of Practice 2013; and the 12 Guiding Principles of the CCTV code are contained in Appendix 1.

1.4 This Policy aims to ensure that the Council's CCTV installation is correctly installed and operated.

1.5 The CCTV system comprises 10 fixed cameras on four 5m columns at the Pavilion. The system is owned by Durrington Town Council.

2. Objectives of the scheme

2.1 The system has been installed by Durrington Town Council with the primary purpose of reducing the threat of crime and anti-social behaviour generally and protecting the Council's premises and property. These purposes will be achieved by

2.1.1 Deterring those having criminal intent by publicly displaying signs

2.1.2 Assisting in the prevention and detection of crime

2.1.3 Increasing personal safety and reducing the fear of crime

2.1.4 Protecting members of the public

2.1.5 Assisting the management of the Recreation Ground

2.1.6 Assisting the Police and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders.

2.2 The system will **not be used**

2.2.1 To record sound
2.2.2 For any automated decision taking
2.2.3 For covert recording.

3. Management of the system

3.1 The CCTV operating system will be administered and managed by the Clerk of the Council and the Admin Assistant.
3.2 The CCTV digital recorder will be stored in a locked room at the Pavilion.
3.3 Training in the requirements of the Data Protection Act will be given to the Clerk.
3.4 All cameras can be monitored on site where they operate but can be monitored by the Clerk and Admin Assistant on mobile devices.
3.5 The CCTV system will be operated 24 hours a day, 365 days of the year.
3.6 Warning signs will be placed, as required by the Code of Practice, at all access routes to areas covered by the Council's CCTV cameras.
3.7 Each column to be fitted with anti-climb bracketry at a high level to avoid innocent harm. To be supplemented with anti-climb paint when required.

4. System Control

4.1 The system will be checked by the Clerk and or Admin Assistant each week to confirm all the cameras and recording equipment are working properly.
4.2 Access to the CCTV system will be strictly limited to the Clerk and the Admin Assistant, who may share data with other authorised persons such as Police Officers.
4.3 Unauthorised persons are not permitted to view live or pre-recorded footage.
4.4 The CCTV room will be kept locked at all times when not in use.
4.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
4.6 Recorded data will only be released to the media for the use in the investigation of a specific crime and with written authority of the

police. Recorded data will never be released to the media for the purposes of entertainment.

5. Retention and disposal of material

5.1 Images will normally be retained for 30 days from the date of recording, and then automatically over written. Once a hard drive has reached the end of its use it will be erased prior to disposal.

5.2 All hard drives and recorders shall remain the property of the Council until disposal and destruction.

5.3 All footage with an evidential value will be quarantined by the Clerk or the Admin Assistant and placed in an evidence locker.

5.4 All footage lawfully requested by law enforcement agencies, subjects, insurance companies and solicitors will be placed on a USB (thumb drive) / CD Rom and encrypted. The encrypted thumb drive / CD Rom will be delivered to the appropriate agency in person or by recorded delivery. The passcode for the thumb drive / CD Rom will only be emailed upon notification of receipt.

5.5 The footage in the Evidence Locker may be retained for longer than 30 days as required for a major incident / investigation. After completion of the investigation / legal proceedings the evidence will be deleted.

5.6 The Evidence Locker is reviewed by the Clerk, or Admin Assistant on a monthly basis.

6. Access to images

6.1 All access to images will be recorded in an Access Log.

6.2 Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

6.2.1 Law enforcement agencies where images recorded would assist a criminal enquiry and / or the prevention of terrorism and disorder

6.2.2 Prosecution agencies

6.2.3 Relevant legal representatives

6.2.4 The media, where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime

6.2.5 People whose images have been recorded and retained - unless disclosure to the individual would prejudice criminal enquiries or proceedings

6.2.6 Emergency services in connection with the investigation of an accident

6.2.7 The Council retains the right to refuse permission to the Police to pass to any other person the images or any part of the information contained therein.

6.3 Access by Data Subject

6.3.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

6.3.2 Requests for Data Subject Access should be made in writing to the Clerk
Durrington Town Council
Village Hall
High Street
Durrington
SP4 8AD

7. Complaints

7.1 Any complaints about the Council's CCTV system should be addressed to the Clerk.

7.2 Any breach of this Policy by any party or complaint will be initially investigated by the Clerk.

8. Compliance monitoring

8.1 The point of contact for members of the public wishing to enquire about the system will be the Clerk or Admin Assistant by letter, telephone or email or by attendance at the Council Offices.

9. Public Information

9.1 Copies of this Policy will be available to the public from the Council Office.

Appendix 1 The guiding principles of the Surveillance Camera Code of Practice

The guiding principles of the Surveillance Camera Code of Practice

System operators should adopt the following 12 guiding principles:

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.