



## Royston Town Council

### CCTV Policy

Adopted by Full Council 3<sup>rd</sup> September 2018

Minute number 151/19

Review date September 2020

#### **1. Introduction**

This policy is to control the management, operation, use and confidentiality of the CCTV systems located at Royston Town Hall, Council offices, Market Hill Rooms and Royston Museum. The sites are owned or managed by Royston Town Council.

This policy 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 Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

#### **2. Statement of Purpose**

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 fear of crime by persons using facilities at Royston Town Hall, Market Hill Rooms, Council offices and Royston Museum, 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 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 will be discussed at Full Council meetings and any major change that would have a significant impact on either the purpose of this policy or operation of the CCTV scheme will take place only after discussion and resolution at a Full Council meeting.

#### **4. Responsibilities of the Owner of the Scheme**

Royston 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 for the Town Hall and offices and Market Hill Rooms and the Museum Manager for Royston Museum.

Breaches of this policy will be investigated by the Town Clerk and reported to the 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) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval by the Town Clerk, Museum Manager or the Chairman of the Council. 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 permitted to visit Royston Town Council to review and confirm the Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.

c) Operators should regularly check the accuracy of the date/time displayed.

d) Storage and Retention of Images

Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of 3 calendar months unless subject to an ongoing request for information, in which case any images the Council hold will be erased once any such request has been satisfied.

e) 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 Chairman of the Council of any such emergency.

f) 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 Council by the police and the outcome of its use.

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

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

i) 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 (appendix B) and may be subject to a fee. Forms are available by contacting the Town Clerk and will be submitted to the next meeting of the Council for consideration and reply, normally within three calendar months in line with the General Data Protection Regulations and the Data Protection Act 2018.

### **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 Council providing it does not breach security needs.

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

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

### **4. Status**

Royston Town Council has considered the need for using CCTV and has resolved that it is required for the prevention and detection of crime and for protecting the safety of members of the public. It will not be used for other purposes.

This policy was adopted by Royston Town Council at the Full Council meeting on 3<sup>rd</sup> September 2018.

Review date: September 2020

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.



## ACCESS REQUEST FORM – CCTV IMAGES

<b>Date of Recording:</b>		<b>Place of Recording:</b>		<b>Time of Recording:</b>	
<b>Applicants Name and Address</b>		<b>Description of Applicant and any distinguishing features (e.g. clothing)</b>			
<b>Post Code:</b>		<b>A recent photograph may be necessary to aid identification</b>			
<b>Tel.No:</b>					
<b>Signature of Applicant</b>					
<b>(or parent/guardian if under 18)</b>					
<b>Reason for request - to be submitted to the Town Council</b>					
<b>Continue overleaf if necessary</b>					
<b>Received by:</b>		<b>Clerk's Signature:</b>		<b>Date Received:</b>	
<b>Fee Charged / N.A.</b>		<b>Fee Paid:</b>		<b>Request Approved:</b>	
				<b>YES/NO</b>	
				<b>Date Applicant Informed</b>	