

Wickford Town Council

CCTV Policy

1. Introduction

The purpose of this Policy is to control management, operation, use and confidentiality of the CCTV system at the Town Council office.

This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest, that it and the system meets with all legislative requirements.

The Town Council accepts the principles of the Data Protection Act 2018 as follows:

- i. Data must be processed lawfully, fairly and transparently
- ii. Used for specific processing purpose that the data subject has been made aware of
- iii. Should be adequate, relevant and limited
- iv. Must be accurate and kept up to date
- v. Not stored for longer than necessary and that storage is safe and secure
- vi. Should be processed in a manner that ensures appropriate security and protection

2. Statement of Purpose

To provide a safe and secure environment within the Town Council office. 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 the facilities, so they can enter and leave the building without fear of intimidation by individuals or groups
- To reduce vandalism to the property and to prevent, deter and detect crime and disorder
- To assist the Police, the Town Council, the Town Council's Insurance Company 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 deter potential offenders by publicly displaying the existence of CCTV, having cameras that are clearly sited and that are not hidden and signs on display
- To assist all 'emergency services' to carry out their lawful duties

3. Responsibilities of the Owners of the Scheme

Wickford Town Council retains overall responsibility of the scheme.

4. Management of the System

The day-to-day operational responsibility of the scheme is with the Town Clerk. The CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant recordings 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.

5. Control and Operation of the Cameras and Systems

The following points must be understood and strictly observed by Town Council staff (operators):

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- i. Operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual
- ii. The position of the cameras must not be moved unless authorised by the Town Clerk in conjunction with the Chair and Vice Chair of the Council. Appropriate advice to be taken from the installers
- iii. No public access will be allowed to the system except for lawful, proper, and sufficient reason, with prior approval of the Town Clerk. The Police and the Town Council's Insurance Company are permitted access to recordings 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 to review and confirm the Town Council's operation of the CCTV arrangements. Any visit by the Police to view images will be logged by the Town Clerk
- iv. Operators should regularly check the accuracy of the date/time displayed
- v. Digital records should be securely stored to comply with data protection and should only be handled by the minimum number of persons
- vi. 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
- vii. As records may be required as evidence at Court, each person handling a digital recording 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. This should also show the officer's name, number, and police station
- viii. Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including the crime numbers if appropriate
- ix. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Town Clerk. When a repair has been made this should also be logged showing the date and time of completion.
- x. Any request by an individual member of public for access to their own recorded image must be made on an 'CCTV Footage Request Form.' Forms are available from the Town Council office.

6. Accountability

Copies of the CCTV Policy are available as are any reports that are submitted to the Town Council, providing they do not breach security needs. Any written concerns, complaints, or compliments regarding the use of the system will be considered by the Town Council, in line with the existing Complaints Policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

Date effective from:	12 March 2025
Review date	30 March 2026
Minute ref	26-533a
Next review:	March 2028