

GODMANCHESTER TOWN COUNCIL

Closed Circuit Television (CCTV) System

This policy was formally adopted by the Town Council at the Town Council meeting held on 27th September 2022

.....
Cllr Richard Taplin
TOWN MAYOR

TABLE OF CONTENTS

		PAGE
1	Introduction	3
2	Purpose	3
3	Scope	3
4	Description of System	4
5	Operating Standards	4
6	Access Requests	5
	<ul style="list-style-type: none">• Applications by individual data subjects• Applications by third parties	
7	Complaints Procedure	6
8	Monitoring Compliance	6
9	Policy Review	6

1. Introduction

This Policy seeks to ensure that the Closed Circuit Television (CCTV) system used at Godmanchester Town Council (GMCTC) Premises is operated in compliance with applicable laws relating to data protection (currently the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018 (“DPA 2018”)) and includes the principles governing the processing of personal data as set out in Appendix 1.

It also seeks to ensure compliance with privacy law. It considers best practice as set out in codes of practice issued by the Information Commissioner and by the Home Office. GMCTC therefore uses CCTV only where it is necessary in pursuit of a legitimate aim, as set out in below, and only if it is to achieve that aim.

GMCTC seeks to ensure, as far as is reasonably practicable, the security and safety of all staff, visitors, contractors, its property, and premises.

2. Purpose

GMCTC therefore deploys CCTV to:

- Promote a safer community;
- To monitor the safety and security of its premises;
- Reduce the incidence of crime and anti-social behaviour (including theft and vandalism);
- Assist in the prevention, investigation, and detection of crime by appropriate authorities;
- Assist appropriate authorities in the apprehension and prosecution of offenders, including use of images as evidence in criminal proceedings; and
- Assist in the investigation of breaches of its codes of conduct and policies where relevant and appropriate investigating complaints.

3. Scope

The CCTV system is owned by the Godmanchester Town Council, Town Hall, 1 Post Street, Godmanchester PE29 2NB and managed by the Town Council and its appointed agents. Under current data protection legislation, the Town Council is the ‘Data Controller’ for the images produced by the CCTV system. The Town Council is registered with the Information Commissioner’s Office and the registration number is Z3480769. The CCTV system operates to meet the requirements of the Data Protection Act and the Information Commissioner’s guidance.

The Town Clerk is responsible for the overall management and operation of the CCTV system, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

Signs are placed at all pedestrian and vehicular entrances to property to inform staff, visitors, and members of the public that CCTV is in operation.

The Town Clerk is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice¹ and the Home Office Surveillance Camera Code of Practice².

4. Description of System

The CCTV systems installed in and around GMCTC property cover building entrances, car parks, external areas such as courtyards, internal areas such as social spaces, computer rooms, rooms with high value equipment and reception areas. They continuously record activities in these areas and some of the cameras are set to motion detection.

CCTV cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities etc.

Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated.

Cameras placed to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

CCTV cameras are installed in such a way that they are not hidden from view. Signs are prominently displayed where relevant, so that staff, visitors, and members of the public are made aware that they are entering an area covered by CCTV. Council contact details are displayed on the outside of the buildings monitored by CCTV.

The contact point indicated on the CCTV signs is available to members of the public during normal business hours. Employees staffing the contact point must be familiar with this document and the procedures to be followed if an access request is received from a Data Subject or a third party.

5. Operating Standards

Access will be restricted to authorised council employees only. Supervising the access and maintenance of the CCTV system is the responsibility of the Town Clerk. The Town Clerk may delegate the administration of the CCTV system to another staff member if required.

CCTV images will be displayed only to persons authorised to view them or to persons who otherwise have a right of access to them, such as the police or other public services. Where authorised persons access or monitor CCTV images on workstation desktops, they must ensure that images are not visible to unauthorised persons for example by minimising screens when not in use or when unauthorised persons are present. Workstation screens must always be locked when unattended.

¹ <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

² <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

CCTV images are not to be retained for longer than necessary, considering the purposes for which they are being processed. Data storage is automatically managed by the CCTV digital records which overwrite historical data in chronological order to produce an approximate 30-day rotation in data retention.

Provided that there is no legitimate reason for retaining the CCTV images (such as for use in disciplinary and/or legal proceedings), the images will be erased following the expiration of the retention period.

All retained CCTV images must be stored securely.

6. Access Requests

Applications by individual data subjects

Requests by individual data subjects for images relating to themselves “Subject Access Request” should be submitted in writing to the Town Clerk together with proof of identification and the reason for the request.

Further details of this process are detailed in the GMCTC Information and Data Protection Policy³

To locate the images on the GMCTC systems, sufficient detail must be provided by the data subject to allow the relevant images to be located and the data subject to be identified.

Where the GMCTC is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or if it is reasonable, having regard to the circumstances, to comply without the consent of the individual.

Applications by third parties

Third party requests for access will usually only be considered in line with the GDPR and DPA 2018 in the following categories:

- Legal representative of the Data Subject;
- Law enforcement agencies including the Police;
- Disclosure required by law or made in connection with legal proceedings; and
- GMCTC staff responsible for complaints investigations and related proceedings.

Legal representatives of the Data Subjects are required to submit to GMCTC a letter of authority to act on behalf of the Data Subject and an access request (with the evidence of the Data Subject’s identity).

³ <http://gmccouncil.com/wp-content/uploads/2020/10/Information-and-Data-Protection-Policy-June-2018.pdf>

The Town Clerk will disclose recorded images to law enforcement agencies including the Police once in possession of a form certifying that the images are required for either: an investigation concerning national security; the prevention or detection of crime; or the apprehension or prosecution of offenders, and that the investigation would be prejudiced by failure to disclose the information. Where images are sought by other bodies/agencies with a statutory right to obtain information, evidence of that statutory authority will be obtained before CCTV images are disclosed.

Every disclosure of CCTV records will be logged together with the following information:

- The name of the police officer or other relevant person in the case of other agencies/bodies receiving the copy of the recording;
- Brief details of the images captured by the CCTV to be used in evidence or for other purposes permitted by this policy;
- The crime reference number where relevant;
- Date and time the images were handed over to the police or other body/ agency.

Requests for CCTV information under the Freedom of Information Act will be considered in accordance with that regime and in line with Council Policies. Further details of these processes are detailed in the GMCTC Information and Data Protection Policy⁴.

7. Complaints Procedure

Complaints concerning the use of the CCTV system or the disclosure of CCTV images should be made in writing to the Town Clerk as per the Town Council Complaints procedure⁵.

8. Monitoring Compliance

All staff involved in the operation of the CCTV System will be made aware of this policy and will only be authorised to use the CCTV System in a way that is consistent with its purposes and procedures.

All staff with responsibility for accessing, recording, disclosing or otherwise processing CCTV images will be required to undertake data protection training.

9. Policy Review

The content of this policy shall be reviewed every three years with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.

⁴ <http://gmccouncil.com/wp-content/uploads/2020/10/Information-and-Data-Protection-Policy-June-2018.pdf>

⁵ <http://gmccouncil.com/wp-content/uploads/2018/01/GMCTC-Complaints-Procedure-2.pdf>

Amendment History:

Paragraph	Detail	Approval Date
Original	Initial Version	April 2021
Reviewed		September 2022
Review Due		April 2024