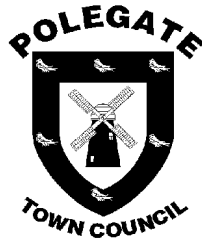


# Polegate Town Council



## CCTV POLICY

<b>Policy Number 7</b>		
<b>Issue No.</b>	<b>Date completed</b>	<b>Details of amendments</b>
1	May 2013	
2	May 2016	Adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	Adopted at Annual Stat Meeting
5	20.5.19	Adopted at Annual Stat Meeting
6	08.11.19	Adopted at Finance & Policy Committee

## **1.0 Introduction**

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.

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

That the use of Closed Circuit TV (CCTV) adheres to the principles of the Data Protection Act 1998, Human Rights Act 1998, Regulation of Investigatory Powers Acts 2000, the CCTV Code of Practice, Charter for a democratic use of video-surveillance and other relevant legislation. That any CCTV system is not used or abused. That CCTV is correctly and efficiently installed and operated.

## **2.0 The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:**

- 2.1 Data must be fairly and lawfully processed
- 2.2 Processed for limited purposes and not in any manner incompatible with those purposes
- 2.3 Adequate, relevant and not excessive
- 2.4 Accurate
- 2.5 Not kept for longer than is necessary
- 2.6 Processed in accordance with individuals rights
- 2.7 Secure
- 2.8 Not transferred to countries with inadequate protection
- 2.9 Subject to guidance on good practice
- 2.10 Examples of how to implement the standards and good practice
- 2.11 Data will not be used for personal gain or interest

## **3.0 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.

## **4.0 The scheme will be used for the following purposes**

- 4.1 To reduce the fear of crime by persons using Council facilities so they can enter and leave without fear of intimidation by individuals or groups
- 4.2 To reduce the vandalism of property and to prevent, deter and detect crime and disorder

- 4.3 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
- 4.4 To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display
- 4.5 To assist all "emergency services" to carry out their lawful duties

**5.0 Location**

Wannock Road, Polegate BN26 5JG

Wannock Office, Pavilion, Polegate War Memorial Recreation Ground play area, Car Park & Garage.

Council Offices, High Street Polegate BN26 6AL

**6.0 Checklist for users of limited CCTV systems monitoring small retail and business premises**

- 6.1 This CCTV system and the images produced by it are controlled by Polegate Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998)<sup>1</sup>
- 6.2 Polegate Town Council have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	<b>Checked (Date)</b>	<b>By</b>	<b>Date of next review</b>
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	2019		
There is a named individual who is responsible for the operation of the system.	Town Clerk – Jo Ognjanovic		
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these	Yes		

can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.	Yes		
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Yes		
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	Yes		
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	Yes		
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	Yes		
Except for law enforcement bodies, images will not be provided to third parties.	Yes		
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	Yes		
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	Yes		