

# Reepham Town Council CCTV Policy

## 1. Introduction

This Policy controls the management, operation, use and confidentiality of the CCTV cameras located in the foyers of the ladies and gents public toilets in Pudding Pie Alley, which the Town Council manage under the delegated authority of Broadland District Council. This policy shall be subject to regular review by the Council, to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements, and that the use of the CCTV adheres to the principles of the

- Data Protection Act 1998,
- GDPR 2018,
- Human Rights Act 1998,
- Regulation of Investigatory Powers Act 2000,
- CCTV Code of Practice

This policy reflects the code of practice and other guidance issued by the Information Commissioner. 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.

The Council has ensured this policy reflects the principles of the 2018 UK Data Protection Act & the General Data Protection Regulations:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

## 2. Statement of Purpose and Scope of Operation

The purpose of the CCTV is to maintain the security of the premises, to deter, detect and prevent crime, vandalism and anti-social behaviour, to help provide a safe and secure environment for volunteers, staff, hirers, visitors and contractors.

The system will not be used to invade the privacy of any individual. Cameras are installed and positioned so they can record activity entering and leaving the toilets.

## 3. Responsibilities of the Owners of the Scheme

The Council takes full responsibility for the management and operation of the system.

Any major change that would have a significant impact on either the purpose, scope or policy of operation of the CCTV scheme will take place only after discussion at a Trustee meeting. This change would then be incorporated into this policy.

Users of the toilets will be informed of the existence of the cameras by means of signage at the entrance to the toilets

#### 4. Management of the System and Accountability

Day-to-day operational responsibility rests with the Clerk and / or the Chairman (CCTV Operator). The operation of the system will be reviewed annually. The outcome of any investigations which require footage to be retained will be reviewed at a Full Council meeting.

#### 5. Control and Operation of CCTV

The following points must be understood and strictly observed:

- The system will only be operated by trained individuals using authorised access devices.
- Passwords and access codes for the camera are stored securely and never disclosed.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chairman and Clerk.
- As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system.
- The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the toilets to review and confirm the Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the Clerk.
- The CCTV Operator should regularly check the accuracy of the date/time displayed by taking a snapshot and verifying the time stamp with the date/time on the email alert sent. Records of these checks will be retained.
- Digital records should be securely stored to comply with data protection laws and should only be handled by the CCTV Operator.

#### 6. The use of camera images

All camera recordings will be retained for up to 31 days, they will then be recorded over unless set aside as requested lawfully above.

#### 7. Contact us

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