



SAFFRON WALDEN  
TOWN COUNCIL

# CCTV Code of Conduct Policy

Version	Adopted Date	Minute Reference	Review Date
1			July 2020

# Saffron Walden Town Council

## CCTV CODE OF CONDUCT Policy

- 1.1 This Policy is to control the management, operation, use and confidentiality of the CCTV system at Saffron Walden Town Council office, 11 Emson Close, Saffron Walden, Essex CB10 1HL.
- 1.2 It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This Policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles and as amended by GDPR May 2018, as follows:

- 1.3 Data must be:
  - 13.3.1 fairly and lawfully processed;
  - 13.3.2 processed for limited purposes and not in any manner incompatible with those purposes;
  - 13.3.3 adequate, relevant and not excessive;
  - 13.3.4 accurate;
  - 13.3.5 not kept for longer than is necessary;
  - 13.3.6 processed in accordance with individuals' rights;
  - 13.3.7 secure;
  - 13.3.8 not transferred to countries with adequate protection.

### **Statement of Purpose**

- 1.4 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.
- 1.5 The scheme will be used for the following purposes:
  - 1.5.1 To reduce the fear of crime.
  - 1.5.2 To reduce the vandalism of property and to prevent, deter and detect crime and disorder.
  - 1.5.3 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 bylaws.

1.5.4 To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.

1.5.5 To assist all emergency services to carry out their lawful duties.

### **Changes to the Purpose or Policy**

1.6 A major change that would have a significant impact on either the purpose or this Policy of Operation of the CCTV scheme will take place only after discussion at Council meetings and resolution at full Council meeting.

### **Responsibilities of the Owners of the Scheme**

1.7 The elected Town Council retains overall responsibility for the scheme.

### **Management of the System**

1.8 Day-to-day operational responsibility rests with the Town Clerk.

1.9 Breaches of this Policy by operators will be investigated by the Town Clerk and reported to the Town Council.

1.10 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 area.

### **Control and Operation of the Cameras, Monitors and Systems**

1.11 The following points must be understood and strictly observed by operators.

1.12 Trained operators must act with due probity and not abuse the equipment.

1.13 The position of cameras and monitors have been agreed following consultation with the Police and security consultants in order to comply with the needs of the public.

1.14 No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk or the Chairman of the Town Council. The Police are permitted access to discs 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 the Town Council offices to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.

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

1.16 Tapes/digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Discs will be retained for a maximum of 31 days. Digital images will be erased after a period of 31 days.

1.17 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.

- 1.18 As records may be required as evidence in Court, each person handling a disc 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 Police Officer's name and Police Station.
- 1.19 Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime numbers, if appropriate, and the Town Council office notified at the next available opportunity.
- 1.20 Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Town Clerk or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
- 1.21 Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and is subject to a standard fee. Forms should be available from the Town Council office and be submitted to the next meeting of the Town Council for consideration and reply.

### **Accountability**

- 1.22 Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Town Council, providing it does not breach security needs.
- 1.23 The Police will be informed of the installation and provided with a copy of this CCTV Policy.
- 1.24 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.