



The Town Council has considered the need for using CCTV and has decided that it would be a beneficial aid in deterring crime and an additional tool for the Police to investigate incidents. It will not be used for any other purposes.

CCTV POLICY

1. Introduction

- 1.1 Halesworth Town Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor the Thoroughfare, Bridge Street and Market place areas in order to provide a safe and secure environment for members of the public and staff and to deter the loss or damage to property.
- 1.2 The system comprises a number of fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the Town Council and the deployment is determined by the Town Clerk under guidance from the Town Council.
- 1.5 The CCTV is not monitored but CCTV footage is retained for a period of 21 days
- 1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998.

The use of CCTV and the associated images is covered by the General Data Regulations.

- 1.7 The authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. The cameras will be accessed by staff only for the purposes of maintenance and system checks. The Police will be provided access on receipt of a crime number and the necessary forms.

2. Statement of Intent

- 2.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.
- 2.2 In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- 2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage and recording will not be accessed for requests regarding insurance claims or any other incidents that do not have a crime number.

3. Siting the Cameras

- 3.1 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. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

4. Storage and Retention of CCTV images

- 4.1 Recorded data will be retained for a maximum of 21 days. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 4.2 All retained data will be stored securely.

5. Access to CCTV images

- 5.1 Access to recorded images will be restricted to the Police only except for the reasons stated under 1.7

6. Privacy

- 6.1 The Council will ensure that every precaution has been made to restrict any coverage of private residences either via the angle of the camera's field of view or by blanking out the image so that recording of these areas is not physically possible.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 7.3 The Council will respond to requests within 21 calendar days of receiving the written request and fee.
- 7.4 A fee of £25 will be charged per request.
- 7.5 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8. Access to and Disclosure of Images to Third Parties

- 8.1 There will be no disclosure of recorded data to third parties other than to the Police.

9. Complaints

9.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Town Clerk in the first instance.

10. Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice (published by the Information Commissioners Office)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

Adopted on:

Minute no:

DRAFT pending adoption by the Council

CCTV ACCESS REQUEST FORM	
Date of Recording:	
Place of Recording:	Time of Recording:
Applicants Name and Address Post Code	Tel no
Signature of Applicant (or parent/guardian if under 18)	

Description of Applicant and any distinguishing features (e.g. clothing) A recent photograph may be necessary to aid identification.	
Reason for request (to be submitted to the Town Council)	
Received by:	Clerk's Signature
Date Received	Time Received
Fee Charged / N.A.	Request Approved
Fee Paid:	YES / NO
Date Applicant Informed:	