



Somerton Town Council

Policy Documents

CCTV Policy

**Adopted:** March 2024

**Review Date:** February 2025

## CCTV POLICY

### 1 Introduction

The purpose of this policy is to control the management, operation, use and confidentiality of the CCTV systems at Edgar Hall and to inform Somerton Town Council staff and users of the Edgar Hall premises of the arrangements for placement and management of the CCTV system.

This policy relates to all user of Edgar Hall including Town Council staff and Town Councillors.

The policy will be subject to annual review to ensure that it meets all legislative requirements.

### 2 Purpose

CCTV is in place at Edgar Hall on the exterior of the building monitoring the car park, front door and side/rear of the building. Its purpose is:-

- To deter crime and to prevent and detect criminal activity by publicly displaying the existence of CCTV, having cameras that are not hidden and signs on display
- To help with identifying of offenders and identifying any activity that might result in disciplinary action.
- To reduce vandalism of the premises
- To assist the police, Town Council and other law enforcement agencies with identification, detection, apprehension and prosecution of offenders
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### 3 Management of the system

The Town Clerk's office has overall responsibility for ensuring that the system is maintained and that periodic maintenance checks are carried out.

Access to the live footage and captured imagery is restricted with password protection access to a dedicated laptop linked to the CCTV cameras. Access will be strictly limited to the Town Clerk, such officers of the Town Clerk's team as may be appropriate and such elected members of the Council as may be nominated.

Recorded images are accessed only for legitimate reasons and images will not be routinely viewed, disclosed or retained as copies.

The CCTV system will be operated 24 hours a day, 365 days of the year.

Images are automatically deleted after 10 weeks by the system.

Warning signs, as required by the Code of Practice of the Information Commissioner, will be placed at all access routes to areas covered by the Council's CCTV cameras.

#### **4 Monitoring procedures**

On a weekly basis, the Town Clerk's office will check and confirm that the cameras are functional and that the equipment is properly recording.

#### **4 Secure storage and retention of images**

Images will be stored on the recording equipment which will be securely protected and have password protection. The Town Clerk's team have responsibility for ensuring that the equipment and the routinely recorded images have the necessary security. Images are routinely retained for ten weeks after which the system automatically deletes them.

#### **5 Access to the system**

Access to the CCTV system will be strictly limited to the Town Clerk's team, such elected members of the Council as may be nominated by the HR Committee and other authorised persons such as Police Officers.

Unauthorised persons are not permitted to view live or pre-recorded footage.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Recorded data will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recorded data will never be released to the media for purposes of entertainment.

#### **6 Dealing with official requests: use of CCTV in relation to criminal investigations**

CCTV recorded images may be viewed by the Police for the prevention and detection of crime, by authorised officers and members of Somerton Town Council for supervisory purposes, discipline reasons or authorised demonstration and training.

A record will be maintained of the release of and data to the Police or other authorised applicants. Viewing of CCTV images by the Police must be recorded in writing and requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

Applications from other outside bodies eg solicitors or insurance companies, to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory evidence is produced to show that they are required for legal proceedings ie a Court Order. A fee can be charged in such circumstances.

The Council retains the right to refuse permission for the Police to pass to any other person images from the CCTV system.

#### **7 Complaints**

Any complaints about the CCTV system should be addressed to the Town Clerk.

#### **8 Access by the Data Subject**

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to access data held about themselves, including that obtained by CCTV.

Requests for information, including Data Subject Access Requests, should be sent to the Town Clerk.