

# CCTV POLICY

## HONITON TOWN COUNCIL

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# CCTV POLICY

## HONITON TOWN COUNCIL

### 1. INTRODUCTION

This Policy is to control the management, operation, use and confidentiality of the CCTV system in the town of Honiton managed by Honiton Town Council. It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000) and the more recent [In the picture: A data protection code of practice for surveillance cameras and personal information](#) (the **New Code**) in 2014. 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 as follows:

- 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;
- not transferred to countries without adequate protection;
- subject to guidance on good practice;
- examples of how to implement the standards and good practice.

### 2. 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.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using the town's facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- 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;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display.
- to assist all "emergency services" to carry out their lawful duties.

### 3. CHANGES TO THE PURPOSE OR POLICY

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 Committee meeting(s) and resolution at full Council meeting. All agendas are posted on the Town Council notice board at least 3 clear days excluding weekends before Council meetings.

### 4. RESPONSIBILITIES OF THE OWNERS OF THE SCHEME

The Town Council retains overall responsibility for the scheme.

### 5. MANAGEMENT OF THE SYSTEM

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted by staff out of hours, if and when necessary.

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

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant disk 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(s).

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### **6. CONTROL AND OPERATION OF THE CAMERAS, MONITORS AND SYSTEMS**

**The following points must be understood and strictly observed by operators:**

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. 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.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council or the Chairman of the Town Council. The Police are permitted access to tapes 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 Council Office(s) to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images on any monitor will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Recordings will be used in strict rotation and will be erased after a period of 14 days or when the disk space is full.
6. 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 Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a recording 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 officer's name and police station. The log should also show when such information is returned to the Town Council by the police and the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Council Office notified at the next available opportunity.
9. 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.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' (Appendix 2) and is subject to a standard fee. Forms are available from the Council Office and will be submitted to the next meeting of the Town Council for consideration and reply, normally within 40 days.

### **7. ACCOUNTABILITY**

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.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

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.

### **8. REGISTRATION**

If a CCTV system is being used for the purpose of crime prevention and prosecution of offenders then details must be notified under the data Protection Act 1998. This is done by registering with Information Commissioner's office on an annual basis. Failure to notify is a criminal offence.

Signed:..... **Chairman of the Council**

Signed:..... **Town Clerk**

# CCTv POLICY HONITON TOWN COUNCIL

Dated:.....

***THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES***

*I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.*

Signed ..... Print Name ..... Dated .....

Signed ..... Print Name ..... Dated .....

Signed ..... Print Name ..... Dated .....

Signed ..... Print Name ..... Dated .....

Signed ..... Print Name ..... Dated .....

Signed ..... Print Name ..... Dated .....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

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### Appendix 1

Signs to be displayed and laminated in the following locations:

Exeter Road near Beggars Lane

Dowell Street near Fire Station

Clapper Lane near Bypass Bridge

Monkton Road near Harts

Kings Road by Tollgate

Lower Marlpits Hill near St Michael's Church

Honiton Bottom Road at end of Higher Brand Lane

Sidmouth Road on higher side of Tesco Roundabout

# CCTV POLICY HONITON TOWN COUNCIL

Appendix 2

## HONITON TOWN COUNCIL ACCESS REQUEST FORM – CCTV IMAGES

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>	
<b>Applicants Name and Address</b>		<b>Description of Applicant and any distinguishing features (e.g. clothing)</b>	
<b>Post Code:</b>	<b>Tel.No:</b>	<b>A recent photograph may be necessary to aid identification.</b>	
<b>Signature of Applicant</b>			
<b>(or parent/guardian if under 18)</b>			
<b>Reason for request</b>			
<b>Continue overleaf if necessary</b>			
<b>Received by:</b>	<b>Clerk's Signature</b>	<b>Date Received</b>	<b>Time Received</b>
<b>Fee Charged / N.A.</b>	<b>Fee Paid:</b>	<b>Request Approved YES/NO</b>	<b>Date Applicant Informed:</b>

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Appendix 3

**HONITON TOWN COUNCIL  
DOWNLOAD RECEIPT FORM – CCTV IMAGES  
DEVON & CORNWALL POLICE**

<b>Date and Time of Recording</b>	<b>Place of Recording</b>
<b>Police Contact Details</b>	<b>Reason for Request</b>
<b>Date Request Received</b>	<b>Date Download Received by Police</b>
<b>Signed (Clerk)</b>	<b>Signed (on behalf of Devon &amp; Cornwall Police)</b>