

Canvey Island Town Council

CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system at the office of Canvey Island Town Council, The Paddocks Community Centre, Long Road, Canvey Island, SS8 0JA.

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 Data Protection Act 1998 and the General Data Protection Regulations. The CCTV system is operated in accordance with section 31(1) Protection of Freedom Act 2012 and the Surveillance Camera Code of Practice.

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 Council facilities so they can enter and leave the buildings and 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.

Responsibilities of the Owners of the Scheme

The Town Council retains overall responsibility for the scheme.

Management of the System

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

Breaches of this policy by operators will be investigated by the Town 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 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.

Any requests for access to information or complaints must be submitted to the Town Clerk to the Council on clerk@canveyisland-tc.gov.uk.

Control and Operation of the Cameras, Monitors and Systems

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

1. 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 must not be moved unless authorised by the Town Clerk to the Council.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk of the Council or the Town Mayor 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 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.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Tapes/digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 1 month.
6. Any operator accessing CCTV through a mobile device has the responsibility of ensuring the device is secure and that CCTV is only accessed by an authorised operator. Recordings from mobile devices should not be taken unless authorised by the Town Clerk and only distributed to the Town Clerk or to an authorised contact such as the Police, with prior approval from the Town Clerk.
7. Passwords to the system are kept in a sealed and signed envelope in the office safe and are accessed by authorised users only.
8. 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 of the Council would inform the Town Mayor of the Council of any such emergency.
9. As records may be required as evidence at Court, each person handling a tape/digital record 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.
10. Any event that requires checking of recorded data should be clearly detailed in the log of incidents, including Crime Nos. if appropriate.
11. 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.
12. 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 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.

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.

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 Town Clerk to the Council at any time.

Signed Print Name

Date/...../.....

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

ACCESS REQUEST FORM – CCTV IMAGES

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

RECORD OF NUISANCE / CRIMES

<i>OFFENCE</i>	<i>COMMITTED ON DATE/ TIME/ PLACE</i>	<i>ADDRESS/ DESCRIPTION</i>	<i>NAME / ADDRESS OF WITNESS:</i>	<i>ACTION TAKEN (Crime No.)</i>	<i>BY:</i>	<i>DATE/ TIME</i>	<i>CCTV CHECKED</i>
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>CLERK/</i> <i>OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>CLERK/</i> <i>OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>CLERK/</i> <i>OR</i>		By: Result: Action:
/...../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	<i>CLERK/</i> <i>OR</i>		By: Result: Action: