

## **Cinderford Town Council**

### **CCTV Policy**

**Approved Council Meeting - November 2023**

This policy sets out how the council manages its CCTV.

## **Introduction**

1.1 Cinderford Town Council operates CCTV surveillance systems within the Parish boundary and within Council offices.

1.2 The system is owned by Cinderford Town Council and the responsible officer for CCTV is the Town Clerk. The system is run by Redhand.

1.3 This policy is prepared in accordance with the Home Office Surveillance Camera Code of Practice. The policy will be reviewed following the issuing of any replacement code, any substantial changes in the systems operated by the council.

1.4 Signage will be displayed at the entrance to sites where the council operates CCTV. Such signage will make it clear that a CCTV system is in operation and provide information on how to contact the council in respect of CCTV queries.

1.5 The council is registered with the Information Commissioner's Office.

## **Purpose**

2.1 The purpose of the systems at Cinderford Town Council is to further public safety, the prevention of crime and the resolution of disputes.

2.2 To meet this purpose, cameras will only be sited so that their primary view is of public areas.

2.3 The system is not used to routinely monitor staff, but footage may be reviewed where an issue of potential contravention of safe working practices or compliance with policy is brought to the attention of the Town Clerk/line managers.

2.4 The system will not be used to monitor individuals undertaking day-to-day activities in areas under surveillance.

2.5 The use of CCTV will be reviewed at least annually to ensure it remains necessary to meet the stated purpose and that the stated purpose remains relevant.

## Privacy

3.1 Images which include identifiable individuals constitutes personal data in accordance with the Data Protection Act 2018. The council will undertake a Data Protection Impact Assessment (DIPA) prior to the deployment of, or before any changes to, the operation of a system.

3.2 Recordings are automatically retained on the system for 28 days. Recordings may be exported and saved beyond this period by Gloucestershire Police only as evidence for an investigation compliant with the stated purpose of the system. Such recordings shall be detailed in the access log, stored securely and deleted on conclusion of the relevant process.

## Access, Disclosure and Monitoring

4.1 Access to the system shall be limited to the Town Clerk, Finance Manager & Estates Manager, Redhand (system providers) and Gloucestershire Police. The system is password protected to prevent unauthorised access.

4.2 A CCTV access log shall be maintained recording the date, user and purpose of accessing the system.

4.3 Disclosure of recorded material will only be made to third parties in accordance with the purpose of the system and in accordance with the Data Protection Act 2018. Requests for data must be made to the Town Clerk.

- Data Subjects have the right to request their personal data
- Recordings may be shared with the Police and other law enforcement agencies if requested with good cause
- Images may be released to the media to assist with the identification of victims, witnesses or perpetrators in relation to a criminal incident; the wishes of the victim must be given due consideration

- Data may be shared with third party contractors (subject to necessary data processing compliance) where the council is required to edit footage e.g. to remove data subjects from footage to be released for disclosure.

4.4 Any viewing of images or provision of recordings to a third party shall be authorised by the Town Clerk and recorded in a log detailing the specific reason data has been shared, the names of who data was released to and any relevant reference numbers e.g. crime incident number. A charge of £10 for viewing of images may be made.

## Complaints

5.1 Access to or use of the CCTV system or purposes outside this policy may be considered gross misconduct.

5.2 Any complaint concerning the use of the CCTV system will be investigated by the Chairman of the Council.

5.3 Any questions in relation to the council's use of CCTV and this policy can be directed to the Town Clerk or Chairman at the Council Offices.

Review date: November 2026