

CCTV POLICY

1. Background

1. In order for Sheringham Town Council to comply with the requirements of the General Data Protection Regulations, the Information Commissioners CCTV Code of Practice and the Freedom of Information Act 2000, the Council must have a policy on its use of CCTV for overt surveillance.

2. Purpose

1. In order to adhere to legislative requirements and the confidential nature of the Council's CCTV operations this document sets out the manner in which these operations will be carried out and the sites from which recordings will be made. This policy sets out how the Council's CCTV system (the system) will be controlled and managed in a confidential manner.
2. Camera surveillance is maintained using static, moveable & zoom function cameras at the following locations.
 - a. Camera 1 Town Clock (High Street/Station Road)
 - b. Camera 2 Creativity Corner (High Street)
 - c. Camera 3 Seafront (Esplanade)
 - d. Camera 4 Station Approach (Putting Green)
 - e. Camera 5 Morris Street Car Park
 - f. Camera 6 Station Approach/Station Road Car Park
 - g. Camera 7 Cromer Road Playpark
 - h. Camera 8 Old Town Hall (St Peters Road)
 - i. Camera 9 Community Centre External front Carpark
 - j. Camera 10 Community Centre external rear car park
 - k. Camera 11 Community Centre Foyer
 - l. Camera 12 (Not yet in place – Will be at Beeston Hills Putting Green)
3. The policy will be reviewed biannually by the Finance & Governance Committee to ensure that it continues to reflect the public interest and meets with legislative requirements.

3. Objectives

1. The objectives of the system are to:
 - a. Increase personal safety and reduce the fear of crime.
 - b. Support the Police in the detection of crime.
 - c. Assist in the identification, apprehension, and prosecution of offenders.
 - d. Assist in the identification and protection of missing persons.
 - e. Protect our community and visitors to Sheringham.
 - f. Protect our key buildings and their assets.

4. Statement of Intent

1. The CCTV system is registered with the Information Commissioner and is operated in accordance with the requirements of the General Data Protection Regulations and the Commissioner's Code of Practice. Its ICO Registration number is Z3399324.
2. Cameras will be used to monitor activities around Sheringham town centre, Promenade, main public areas, routes into/out of Town, and on other Council owned Assets to identify criminal activity or anti-social behaviour occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of the public or security of property.
3. Cameras do not point to private homes, gardens or other areas of private property.
4. Data or knowledge secured from CCTV will not be used for any commercial purpose.
5. The planning and design of the system endeavors to ensure that it will give maximum effectiveness and

efficiency, but it does not guarantee to cover or detect every incident taking place in the areas of coverage.

6. Warning signs, as required by the Information Commissioner, are positioned in each area covered by CCTV.

5. Operation of the System

1. The Scheme is managed by the Town Clerk, in accordance with the principles and objectives expressed in this policy.
2. The day-to-day administration of the system will be the responsibility of the Town Clerk and in their absence delegated to an officer of the Council.
3. The CCTV system will operate continuously 24 hours a day, every day of the year; subject to operational considerations such as maintenance and repair.
4. The system is not routinely monitored and is only used to detect the possibility of events as shown in the Objectives section of this document (3.1 a-f).
5. A screen will be situated in the Offices of Sheringham Town Council, in order that Staff are able to monitor compliance and the system is operating.

6. Control of Equipment

1. The system will be periodically checked to confirm the efficiency of the system, ensuring the equipment is properly recording and the cameras operational.
2. Access to the equipment will be restricted to the Town Clerk, other trained officers of the Town Council, maintenance contractors and approved monitors:
 - a. The Clerk
 - b. The Project Officer
 - c. The Finance Administrator
 - d. Clear View representative/contractors
 - e. Local PC
3. Viewing of the recordings is restricted to those legally entitled to access (i.e., the Police for the prevention and detection of crime). Appropriate evidence of authority will be required before access is allowed.
4. A register of access is maintained by the Town Clerk. Full details of each access that has taken place shall be recorded including name, reason for request, authority for request, time and date.
5. If a serious incident is viewed on the system, appropriate emergency services will be summoned.

7. Recordings used in Evidence.

1. All staff required to operate CCTV equipment will receive training in the use of the equipment and shall comply with this policy and any CCTV operating procedure adopted by the Council.
2. Images are recorded onto secure servers and are viewable by authorised staff only. Recorded material will be stored in a way that maintains the integrity of the image and information to ensure that metadata (e.g., time, date, and location) is recorded reliably, and compression of data does not reduce its quality.
3. The CCTV images are recorded and retained for no longer than 30 days, with the exception of images subject to a notification by the police for retention or subject to a request for disclosure or release by a third-party agency, which shall be retained for such a period as may be necessary to conclude an investigation or claim and then be deleted.
4. The Police will be permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Additionally, for matters of public safety (i.e., Missing persons).
5. Viewing of recordings by the Police must be recorded. Requests by the Police can only be made in accordance with the General Data Protection Regulations.
6. A record will be maintained of the release of copies of recordings to other authorised applicants. A register will be available for this purpose.
7. Should a recording be required as evidence; a copy may be released to the Police. The Town Council retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon.

8. Applications received from outside bodies (e.g., solicitors) to view or release recordings will be referred to the Town Clerk. In these circumstances electronic images/recordings will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances:

8. Viewing Data

1. The General Data Protection Regulations provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV. Requests for Data Subject Access should be made to the Town Clerk.

9. Retention of data

1. Footage is subject to the Data Protection Act (DPA)
2. Footage will be retained for 31 days as recommended by the police and the system is set automatically to delete after 31 days. This duration will be adjusted according to the severity of the incident.
3. The Information Commissioner's Office's (ICO) CCTV code of practice states that data should not be retained for longer than necessary.

10. Breaches of the Policy

1. Any breach of this policy including breaches of security will be initially investigated by the Town Clerk, in order for appropriate action to be taken. A report of the incident will be made to Council together with any recommended actions to remedy the breach. Note: A breach by council staff could lead to disciplinary action.
2. Any serious breach of the policy may be further investigated by an independent investigator reporting on recommendations to remedy the breach.

11. Complaints

1. Any complaints about the Town Council's CCTV system or its use should be addressed to the Town Clerk. Complaints will be investigated in accordance with Section 9 of this policy.

12. Public information

1. A copy of this policy is available to the public on the Councils Website or in paper form from the Clerks office, Sheringham Town Council, Sheringham Community Centre, Holway Road, Sheringham NR26 8NP.

13. Appendix

Public request to view CCTV images.

PUBLIC REQUEST TO VIEW CCTV IMAGES

Please complete this form, attach the relevant information and send to: clerk@sheringhamtowncouncil.gov.uk

Note: A form of photographic identification will be requested from applicants at the time of CCTV viewing.

APPLICANT DETAILS		
Full name		
Address		
Telephone Number		
Email		
Signature		
Reason for CCTV image request		
Date of recording	Place of recording	Time of recording
FOR OFFICE USE ONLY		
Received by		
Date & Time received		
Request approved by the Clerk		
Date & Time approved		
Date applicant informed		
Date & Time viewing attended		
Applicant signature		
Officer signature (Inc. Name)		
Result / Feedback		

