

# SANDY TOWN COUNCIL

## CCTV Policy

### **1. Ownership**

- 1.1 Sandy Town Council operates CCTV surveillance systems ("the systems") at the following sites;
  - Council Works Depot
  - Cemetery Car Park
  - Bedford Road Recreation Ground
  - Sunderland Road Recreation Ground
  - Jenkins Pavilion
  - Town Centre Car Park
  - 10 Cambridge Road office entrance
- 1.2 The systems monitor and records images. The system is owned and managed by Sandy Town Council and operated by the Grounds Team Leader.
- 1.3 The responsible manager is the Town Clerk.

### **2. Compliance**

- 2.1 Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council's Data Privacy Notice.
- 2.2 The Town Council is the registered data controllers under the terms of the Act.
- 2.3 The Data Protection Officer for the Town Council is Claire Rance of PNC who checks for ensuring compliance with the Act.
- 2.4 This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner's CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

### 3. Purpose

- 3.1 Sandy Town Council's registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes. This is further defined as:
- 3.2 CCTV is used for the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime. It is not used to routinely monitor staff or councillors, but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Town Clerk.
- 3.3 The information processed may include visual images, personal appearance and behaviours. This information may be about users of a site, the general public, contractors, staff or councillors. Information may only be shared with the Police or other law enforcement agencies if requested with good cause.
- 3.4 The operators of the system recognise the effect of such systems on the individual and the right to privacy.
- 3.5 Sandy Town Council is registered for CCTV under the data protection registration with the Information Commissioner's Office number Z1433719.

### 4. Description

- 4.1 The systems are intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Council Depot	Internal camera in depot to view work area and entrance doors.
	External camera to view entrance to depot, work yard and gated entrance.
	External Camera to view rear of depot
	External Camera to view entrance of public toilet adjacent to depot building. Can be re-positioned to view cemetery car park.
10 Cambridge Road	Ring doorbell in operation at main entrance to Council offices. Records 30 seconds of footage for any detected motion and footage of any visitor to the office who activates the bell.

Town Centre Car Park	External camera positioned on a mounted CCTV pole adjacent to the rear entrance to the Council offices at 10 Cambridge Road. View of car park.
	External camera positioned on a mounted CCTV pole adjacent to the public toilets and recycle area. View of car park.
Bedford Road Recreation Ground	Three external cameras positioned on a mounted CCTV pole with a view of the Bedford Road Pavilion, the public toilets, and the play areas/equipment.
Sunderland Road Recreation Ground	Three external cameras positioned on a mounted CCTV pole with a view of the play area/equipment, the skate park and the wider Sunderland Road playing fields.
Jenkins Pavilion	Three external cameras positioned on a mounted CCTV pole with a view of the Jenkins Pavilion, Banks Pavilion, Village Hall Car park and the wider Sunderland Road playing fields.

## **5. Operation**

5.1 Images captured by the system are recorded continuously and may be checked by authorised staff via download to a computer. Images displayed on monitors will only be made visible to the operative downloading the footage. Only the Town Clerk, Administration Team Leader and Grounds Team Leader may take recordings of CCTV images and recordings. Administration staff may view footage from the 'Ring' doorbell at the entrance to 10 Cambridge Road, which records footage and sound for the purpose of security and dealing with visitors. Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the relevant systems.

## **6. Information Retention**

6.1 No more images and information shall be stored for more than 28 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

## **7. Access**

7.1 All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy. Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

- 7.2 Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act ("Subject access request"). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused.
- 7.3 Procedures are in place to ensure all such access requests are dealt with effectively and within the law.
- 7.4 Access requests should be sent by letter to:
- Sandy Town Council CCTV  
10 Cambridge Road  
Sandy  
Bedfordshire  
SG19 1JE

## **8. Feedback**

- 8.1 Members of the public should address any concerns or complaints over use of Sandy Town Council's CCTV system to [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk) or by telephone to 01767 681491.

## **9. Review**

- 9.1 This policy was approved by Sandy Town Council's Policy, Finance & Resources Committee on 17 February 2020 and it will be reviewed every four years by the Policy, Finance & Resources Committee to ensure that the purpose still applies.

## **10. Legal Basis for Processing Personal Data**

- 10.1 One of the seven major data processing principles of GDPR is to ensure that personal data is processed lawfully, fairly, and transparently. To comply with this principle, Chapter 6 of the GDPR requires any organisation processing personal data to have a valid legal basis for that personal data processing activity. GDPR provides six legal bases for processing:

**Consent** – The data subject has given permission for the organisation to process their personal data for one or more processing activities. Consent must be freely given, clear, and easy to withdraw, so organisations need to be careful when using consent as their legal basis.

**Performance of a Contract** – The data processing activity is necessary to enter into or perform a contract with the data subject. If the processing activity does not relate to the terms of the

contract, then that data processing activity needs to be covered by a different legal basis.

**Legitimate Interest** – This is a processing activity that a data subject would normally expect from an organisation that it gives its personal data to do, for example marketing activities and fraud prevention. Public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of tasks as a public authority.

**Vital Interest** – A rare processing activity that could be required to save someone’s life. This is most commonly seen in emergency medical care situations.

**Legal Requirement** – The processing activity is necessary for a legal obligation, such as on information security, employment or consumer transaction law.

**Public Interest** – A processing activity that would occur by a government entity or an organisation acting on behalf of a government entity.

10.2 The ICO office asks that operators consider the justification of CCTV in the positions in which it is implemented and review this on an annual basis. The following justification is based on a lawful basis and legitimate interest as defined by the ICO.

<b>AREA</b>	<b>LAWFUL BASIS</b>
Council Depot	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
10 Cambridge Road	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Town Centre Car Park	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Bedford Road Recreation Ground	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Sunderland Road Recreation Ground	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>
Jenkins Pavilion	Public Interest <i>(public and employee safety, prevention and protection of crime)</i>

## Appendix 2

Checklist for users of limited CCTV systems monitoring small retail and business premises.

This CCTV system and the images produced by it are controlled by Sandy Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1988).

Sandy Town Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the public, our employees and users of our owned and managed facilities. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			

There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

**Please keep this checklist in a safe place until the date of the next review.**

## Appendix 3

The guiding principles of the Surveillance Camera Code of Practice.

System operators should adopt the following 12 guiding principles:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and contemporary standards relevant to a system and its purpose and work to meet and maintain those standards.



- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.