

LEDBURY TOWN COUNCIL

CCTV POLICY

1. Owner

- 1.1 Ledbury Town Council has in place a CCTV surveillance system “the system” at the Recreation Ground and Ledbury Cemetery.
- 1.2 The system comprises four cameras at the Recreation Ground; 1 at the Car Park, 2 directed at the skate park and 1 aimed at the new shelter; six cameras at the Cemetery covering the main entrance, the chapel entrance, rear goods shed, store entrance, cemetery area and office.
- 1.3 The images are monitored and recorded to a stand-alone DVR CCTV recorder which provides 30-days recording history, all of which shall be used in strict accordance with this policy. The system is owned by Ledbury Town Council, Church Street, Ledbury, HR8 1DH. The recreation ground recorder is stored in the Community Centre in a secure area, and the recorder for the cemetery is stored securely on site.
- 1.4 The Town Clerk and the Deputy Town Clerk (control system supervisors) are jointly responsible for the operation of the system and for ensuring compliance with this policy.
- 1.5 Both systems can be viewed by the Town Clerk via the desktop computer.

2. Data Protection Act 1998 & GDPR 2018

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998 and GDOR Regulations 2018. This Policy is associated with the Ledbury Town Council Data Protection Policy and the GDPR 2018, the provisions of which should be adhered to at all time.

3. The System

The systems comprise:

Recreation Ground

- 4 x HDCVi 2 megapixel 1080p HD bullet cameras with a 50 metre range;
- 1 x 8 channel real time HD Recorder with 8TB of storage;
- 1 x 19” HD Screen

Cemetery

Recorder – Comprising IP Professional Network Video Recorder 8 channel 4k NVR with 6TB Hard disc drive and network capable for android and Apple Smart devices. AI and VMS Software. USB Back-up. Approximate record time before overwriting 4 weeks.

Monitor – 1 x 22" CCTV Monitor – to be fitted to recorder

Cameras (external) fixed 5 megapixel IP Turret Camera 2.8mm lens with white light Day/Night up to 30m

1 x 4u Cabinet

- 3.1 Cameras will be located at a strategic point within the vicinity of the Recreation Ground and the cemetery and no camera should be hidden from view.
- 3.2 Signs notifying of the camera presence will be prominently placed at strategic points.
- 3.3 Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

4. Purpose of the System

4.1 The system has been installed by Ledbury Town Council with the primary purpose of reducing the threat of crime generally, protecting the Council's premises and equipment and to help ensure the safety of visitors to the Council's premises consistent with respect for the individual's privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent;
- Assist in the prevention and detention of crime;
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.

The system will not be used to:

- Provide recorded images for the world-wide-web;
- Record sound other than in accordance with the policy on covert recording.

5. Covert Recording

5.1 Covert cameras may be used under the following circumstances on written authorisation or request from the Council where it has been assessed by the Town Clerk:

- That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording;
 - That there is reasonable cause to suspect that unauthorised or illegal activity is taking place or is about to take place.
- 5.2 Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspended unauthorised activity.
- 5.3 The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

6. The Security Control System

- 6.1 Images captured by the system will be monitored and recorded over a period of 24-hours a day, 365-days per year. Monitors used to view recordings will be held in the Council Offices and should not be accessible or visible to the unauthorised persons.
- 6.2 No unauthorised access to the control system will be permitted at any time. Access will be strictly limited to the Clerk and Deputy Clerk, Police Officers and any other person with statutory powers of entry. A list of those members authorised to access the control system is given at Appendix 1.
- 6.3 Staff and visitors may be granted access to the control system on a case-by-case basis and only then on written authorisation from the Clerk or Deputy Clerk in their absence. In an emergency and where it is not reasonably practicable to secure prior authorisation, access to the control system may be granted to persons with a legitimate reason.
- 6.4 Before allowing access to the control system, staff will satisfy themselves of the identity of any visitor and that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors register, which shall include details of their name, the department or organisation they represent, the person who granted authorisation and the times of access to and from the control system. A similar register will be kept of the staff granting access to the control system in the case of an emergency.

7. Security Control System Administration and Procedures

- 7.1 Details of the administrative procedures which apply to the control system will be set out in a Procedures Manual, a copy of which is available for inspection by prior arrangement, along with a register stating the reasons for the request.

7.2 Images of identifiable living individuals are subject to the provisions of the Data Protection Act 1988 and the GDPR 2018; the control system supervisors are responsible for ensuring day to day compliance with the Act. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual.

8.3 **Staff**

8.1 All staff responsible for the control system will be made aware of the sensitivity of handling CCTV images and recordings. The control system supervisors will ensure that all staff are fully briefed and trained in respect of the functions, operational and administration arising from the use of CCTV.

8.2 Training in the requirements of the Data Protection Act 1988 will be given to all those required to work with the control system by the Data Protection Officer.

9. **Recording**

9.1 Digital recordings are made using digital video records operating in time lapse mode. Incidents may be recorded in real time.

9.2 Images will normally be retained for 30-days from the date of recording and will then automatically be overwritten and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly.

9.3 All hard drives and recorders shall remain the property of Ledbury Town Council until disposal and destruction.

10. **Access to Images**

10.1 All access to images will be recorded in the Access Log.

10.2 Access to images will be restricted to those staff who need to have access in accordance with the "Purposes of the System".

10.3 Access to images by third parties.

10.3.1 Disclosure of recorded material will only be made to third parties in strict accordance with the "Purposes of the System" and is limited to the following authorities:

- Law enforcement agencies where images recorded would assist in a criminal enquiry and/or prevention of terrorism and disorder;
- Prosecution agencies;
- Relevant legal representatives;

- The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of crime;
- People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings;
- Emergency services in connection with the investigation of an accident.

10.4 Access to Images by Subject

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 1998 and the GDPR 2018. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the ACT. They do not have the right of instant access.

10.4.1 A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Data Protection Officer. Subject Access Request Forms are available from the control supervisor between the hours of 9.00 am – 5.00 pm Monday – Friday, except when the offices are officially closed.

10.4.2 The Town Clerk will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask another member of staff to show them the data, or ask anyone else for a copy of the data. All communications must go through the Town Clerk. A response will be provided promptly and in any event within 40-days of the request being received.

10.4.3 The Data Protection Act 1998 and the GDPR 2018 provide the Town Clerk the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.

10.4.4 All such requests will be referred to the control system supervisors.

10.4.5 If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reason.

11. Request to Prevent Processing

11.1 An individual has the right to request a prevention of processing where this is likely to cause substantial and unwarranted damage to that or another individual.

11.2 All such requests should be addressed in the first instance to the Town Clerk, who will provide a written response within 21-days of receiving the request setting out their decision on the request. A copy of the request and response will be retained.

12. **Complaints**

It is recognised that members of Ledbury Town Council may receive concerns or complaints about the operation of the system. Any complaints should be addressed in the first instance to the Town Clerk.

13. **Compliance Monitoring**

13.1 The contact point for members of Ledbury Town Council or the public wishing to enquire about the system is the Town Clerk who will be available during the hours of 9.00 am – 4.30 pm Monday to Friday, except when the offices are officially closed.

13.2 Upon request enquirers will be provided with:

- A summary of this statement
- An access request form if required or requested
- A copy of the Ledbury Town Council Complaints Procedure

13.3 All documented procedures will be kept under review and reports periodically made to Council via the Resources Committee.

13.4 The effectiveness of the system in meeting its purpose will be kept under review and reports submitted as required to the Council, via the Resources Committee.

Adopted: 4 July 2019
Reviewed: 28 November 2024
Next Review: November 2026

Appendix 1

Authorised access to the control system and any images stored

Town Clerk – Data Protection Officer (DPO)

Deputy Town Clerk

Data Protection Officer

Police Officers