



# BUNTINGFORD TOWN COUNCIL

## Buntingford Town Council – High Street Surveillance Cameras – Policies and Procedures

Policy prepared date - 22<sup>nd</sup> July 2020  
Policy accepted date - 30<sup>th</sup> July 2020  
1st review date - 30<sup>th</sup> July 2021

Following the first review date this policy will be subject to review annually on the anniversary of the 1<sup>st</sup> Review date.

### Premise

This policy document is to control the management, operation, use and confidentiality of the CCTV System installed and managed by the Town Council covering the High Street from its junction with Hare Street Road to the south and its junction with Norfolk Road to the north.

The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- Data must be fairly and lawfully processed.
- Processed for a limited purpose.
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than necessary
- Processed in accordance with individual's rights
- Secure
- Not transferred to others without adequate protection
- Subject to guidance on good practice

The document has been prepared with due regard to the "Surveillance Camera Code of Practice" issued by the Home Office in June 2013, which outlines the "12 Guiding Principles for System operators".

### Statement of Purpose

To provide a safe and secure environment for the benefit of those who might reside, visit or work in the High Street. To provide a monitoring system to assist in the detection and prevention of crime in and around the designated area. The system will not be used to invade the privacy of any individual, or group of individuals except when carried out in accordance with the law.

The CCTV system will be used for the following purpose:

- To prevent, deter and detect crime and disorder.

- To assist the Police, Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders.
- To deter offenders by displaying the existence of CCTV, having cameras clearly on display and signs displayed.

### **Responsibility of use of CCTV**

The Town Council retains overall responsibility for the use of CCTV in all designated areas of the High Street. Day to day management will be handled by the Town Clerk or Assistant Town Clerk in his/her absence.

**Should any images be used for the purposes detailed above, this will be reported to Councillors as a matter of Confidence not for the public domain.**

### **Accountability**

Copies of this policy are available to the public either by the website or in person from the Clerk's Office.

Any complaints concerning this policy or its implementation will be handled according to the Town Council's Complaints Procedures.

### **Changes to this Town Council Policy**

In keeping with other policies, this policy will be reviewed by the Clerk's Office on an annual basis and any changes will be recommended to the Full Council. The policy will readopted by the Full Council every 4 years.

### **Location of CCTV Cameras**

The siting of CCTV cameras has been subject to a professional survey of the High Street and the precise location, range and coverage of each camera is the result of this survey. There are a total of 14 cameras strategically sited at various locations in the High Street and the Manor House. Public notices informing that CCTV operation is in practice shall be displayed at selected locations.

### **Control and Operation**

- All cameras operate by infra-red and images recorded on digital media.
- It is expected that the maximum storage period is 28 days depending on the recording requirements.
- No public access will be allowed to the monitors.
- Access to the monitors will be restricted to the Town Clerk or Assistant Town Clerk in his/her absence. In their absence, the Police may have access if sufficiently justified.
- Such access may only be permitted if there are sufficient grounds to believe the images so recorded may be of use to the Police, Fire, Rescue or other similar services.
- Any access must be recorded on the Request for CCTV Access form attached to this policy. Requests by members of the General public will not be accepted.

- All access requests will be recorded on the CCTV Access Request Record attached to this policy. Requests by members of the General public will not be accepted.
- Any person being granted access to images must make a formal statement as to the consequences of such access on the Receipt of CCTV Images form.
- No images so recorded will be allowed in the public domain unless expressly requested by the Police.
- The Clerk's Office will be responsible for a timely check of the equipment to ensure correct functioning.
- Any fault or damage to the cameras will be dealt with by the Clerk's Office. An annual maintenance agreement will operate.

