

FERRYHILL TOWN COUNCIL



POLICY

C.C.T.V.

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.ferryhill.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Ferryhill. Costs are as per the model publication scheme.

1. Introduction

- 1.1 This policy is to control the management, operation, use and confidentiality of the CCTV systems located at the Town Hall, Town Centre Public Toilets, Dean Bank Park Football/changing building, Mainsforth Sports Complex Sports Building. These sites are owned and managed by Ferryhill Town Council.
- 1.2 The policy was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act 2018 and the installation of the C.C.T.V. system in the Town Hall. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

2. Statement of Purpose

- 2.1 To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The systems will not be used to invade the privacy of any individual, except when carried out in accordance with the law.
- 2.2 The scheme will be used for the following purposes:
 - ❖ To reduce the fear of crime by persons using facilities identified in this policy so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
 - ❖ to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
 - ❖ to assist the police, the Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
 - ❖ to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
 - ❖ to assist all "emergency services" to carry out their lawful duties.

3. Responsibilities of the Owner of the Scheme

- 3.1 Ferryhill Town Council retains overall responsibility for the scheme.

CCTV CODE OF PRACTICE

1. Management of the System

- 1.1 Day to day operational responsibility rests with the Clerk to the Council.
- 1.2 Breaches of this policy will be reported to the Council.
- 1.3 A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant recording or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording areas.

2. Control and Operation of the Cameras, Monitors and Systems

- 2.1 The following points must be understood and strictly observed by operators:
 - a) Trained operators (FTC Employees) must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
 - b) No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council or the Chairman of the Council. The Police are permitted access to recordings and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are permitted to visit Ferryhill Town Council to review and confirm the Council's operation of CCTV by arrangement. Any visit by the Police to view images will be logged by the operator.
 - c) Operators should regularly check the accuracy of the date/time displayed.
 - d) **Storage and Retention of Images**
Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 30 days.
 - e) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk to the Council would inform the Chairman of the Council of any such emergency immediately.

As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and

information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Council by the police and the outcome of its use.

- g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Numbers, if appropriate, and the Council notified at the next available opportunity.
- h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk to the Council and the Chairman of the Council and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.
- i) **Subject Access Requests**
Any request by an individual member of the public for access to their own recorded image must be made on an Access Request Form and may be subject to a fee. Forms are available by contacting the Clerk to the Council or can be downloaded from the Council website and will be submitted to the next meeting of the Council for consideration and reply, normally within one calendar month in line with the Council's privacy statement and the General Data Protection Regulations and the Data Protection Act 2018

3. Accountability

- 3.1 Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Council providing it does not breach security needs.
- 3.2 The Police will be informed of the installation and provided with a copy of this CCTV Policy.
- 3.3 Any written concerns or complaints regarding the use of the system will be considered by the Council, in line with the existing complaints policy.

This Policy Must Be Complied With At All Times



Data Protection Act 2018

CCTV Subject Access Request

🔒 Data Protection: We will use the information you provide to process your subject access request and for monitoring and statistical purposes.

It may be necessary to share your information with Ferryhill Town Council internal departments, in order to complete your request.

More information on how we handle personal information and your rights under the data protection legislation can be found in our Privacy Notice.

Your completed form and identification documents should be sent to:

Town Clerk at The Town Hall, Ferryhill, County Durham, DL17 8JL or by email to enquiries@ferryhill.gov.uk

Things to note about CCTV Subject Access Requests:

Images are held for a maximum of 30 days from time of recording, after which they are automatically overwritten.

If the relevant images are held and there are no issues affecting disclosure (see below) it will be provided either as still images or as a written description of the footage.

PLEASE NOTE THIRD PARTY DETAILS, INCLUDING VEHICLE REGISTRATION NUMBERS CANNOT BE DISCLOSED

The request will not be successful if for example, you do not provide enough detail about the incident, your timeframe is too broad or it is not a Ferryhill Town Council camera.

1. Applicant Details	
	Your full name
	Address
	Post Code
	Telephone Number
	Email address
2. Requester Details	
a)	<p>Are you the Data Subject (the person in the images)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you answered Yes, go straight to Question 3, otherwise please provide the information requested below.</p>
b)	<p>If you are NOT the Data Subject, state your relationship to them in the space below</p> <p></p>
c)	<p>Describe your legal entitlement to receive details of their Personal Data, as well as details of the written authority you are submitting from the Data Subject which supports this entitlement.</p> <p></p>
d)	<p>Please provide details of the Data Subject on whose behalf you are acting.</p> <p>Full name of Data Subject: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Telephone Number: <input type="text"/></p>

3. CCTV Image Details	
NB Our search for information relating to the Data Subject will ONLY be based using the information you provide below	
Date and time of incident when you believe image was captured (within 1 hour)	
Detailed location of incident	
Brief description of incident (including vehicle details is applicable)	
If relevant, description of the clothing worn by the Data Subject who may be in the footage	
4. Accepted Proofs of Identification	
This must be at least one item from each list.	
NB List 3 is only applicable if you are asking for images about yourself or a vehicle you own. However if you choose to make the request via email, you will need to provide two documents from column A as well as one from column B	
List 1:	
Current full driving licence	<input type="checkbox"/>
Photo page of current valid passport	<input type="checkbox"/>
Birth Certificate OR Certificate of Registry of Birth OR Adoption Certificate	<input type="checkbox"/>

List 2: Utility Bill OR Council Tax demand in the data subjects name for the last quarter Bank, Building Society or Credit Card Statement in the Data Subjects Name for the last quarter		<input type="checkbox"/> <input type="checkbox"/>
List 3: Vehicle registration document (Log Book) if requesting images of your vehicle A recent passport sized photograph if requesting images of yourself		<input type="checkbox"/> <input type="checkbox"/>
NB: If the Data Subject's name is now different from that shown on the document you submit, you must also supply evidence to confirm the change of name eg Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration		
5. How to Submit the Form and Identification		
You must submit your documents (recorded delivery) to: Town Clerk Ferryhill Town Council Town Hall Ferryhill County Durham DL17 8JL Or by email to: enquiries@ferryhill.gov.uk		
6. Formal Declaration		
I confirm that this is all of the Personal Data to which I am requesting. I also confirm that I am the Data Subject/acting on behalf of the Data Subject (delete as appropriate).		
Signature:	<input type="text"/>	
Print Name:	<input type="text"/>	
Date:	<input type="text"/>	
7. Checklist - Make sure you have:		
a) Completed this form b) Signed the declaration above c) Enclosed verification and identification documents		

