

LITTLEHAMPTON TOWN COUNCIL

CCTV Policy

1. Introduction

- 1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system sited on or in Littlehampton Town Council property.
- 1.2 This policy reflects the Information Commissioner's revised Code of Practice 2008 and implements its recommendations.

2. Policy

- 2.1 The policy of the Town Council is to ensure that good practice standards are adopted in the use of CCTV footage that maintain security in and around the Town Council's properties.
- 2.2 The Town Council will undertake annual impact assessments of the use of existing CCTV cameras to see if other alternatives are less obtrusive but as effective.
- 2.3 The Town Clerk will be responsible for the collection and viewing of images captured by the cameras and this role will be advised to the Information Commissioner's office as the Data Controller.
- 2.4 The implementation of the procedures adopted to follow the guidelines laid down by the Information Commissioner will be the responsibility of the Town Clerk.

3. Implementation

- 3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and the revised CCTV Code of Practice 2008 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2 The Town Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3 Cameras will be used to monitor activities within the Town Council, its forecourt and other public areas to identify criminal activity actually

occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the Town Council, its staff, members and visitors.

- 3.4 Cameras will not focus on private homes, gardens and other areas of private property.
- 3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the police for use in the investigation of a specific crime. Recordings will never be released to the media for purposes of entertainment.
- 3.6 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.7 Warning signs, as required by the Code of Practice of the Information Commissioner, have been placed at all access routes to areas covered by the CCTV.
- 3.8 The major changes to this policy reflect the changes to the Code of Practice.

4. Operation of the system

- 4.1 The Scheme will be administered and managed by the Town Clerk, in accordance with the principles and objectives expressed in the Code.
- 4.2 The CCTV system will operate 24 hours each day, every day of the year.

5. Breaches of the code (including breaches of security)

- 5.1 Any breach of the Code of Practice by Town Council staff will be progressed through disciplinary procedures.

6. Complaints

- 6.1 Any complaints about the Town Council's CCTV system should be addressed to the Town Clerk and addressed through the Complaints Procedure.

7. Access by the Data Subject

- 7.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

7.2 Requests for Data Subject Access should be made to the Town Clerk.
The statutory charge for this should be made.

8. Public information

8.1 This Policy will be available to the public on the website.