

ALCESTER TOWN COUNCIL
CCTV POLICY
OCTOBER 2022

1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system at the Eric Payne Centre, Jubilee Fields and the Greig Hall.

This policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2008), and the 2013 Surveillance Camera Code of Practice guidelines following the introduction of the Protection of Freedoms Act 2012.

This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meet all legislative requirements.

Alcester Town Council accepts that the General Data Protection Regulations (2018) has several underlying principles. These include that personal data:

- Must be processed lawfully, fairly and transparently
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent
- Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing
- Must be accurate and where necessary kept up to date
- Should not be stored for longer than is necessary, and that storage is safe and secure
- Should be processed in a manner that ensures appropriate security and protection

Alcester Town Council recognises the key changes to legislation concerning data protection in relation to the General Data Protection Regulations (2018) are:

- Changes to how consent can be obtained from data subjects for the use of their data. For example, data subjects have to explicitly 'opt in' to allowing their data to be shared, and it must be made clear for what purpose their data is being used
- Data subjects have new rights, such as data portability and the right to be forgotten
- Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose
- Sanctions over sharing data outside the European Economic Area ("EEA") will be strengthened. This requires councils to ensure appropriate privacy safeguards are in place with organisations (e.g. a business hosting and maintaining the council's server) holding data outside the EEA or that the 'importer' of data is on a list of countries which the European Union has deemed to have adequate protection for citizens regarding data protection

- The Town Clerk and other relevant staff will have suitable training and awareness as well as additional sources of guidance and support when required
- Conducting Data Protection Impact Assessments (DPIAs) in order to design data privacy into any new systems and processes will often be mandatory e.g. if new technology is deployed, where there is processing on a large scale of 'sensitive personal data', or if profiling is performed which will have an impact on individuals
- Data breaches must be reported (where this is required) to the ICO within 72 hours of the breach
- A new principle of accountability puts the compliance burden on councils, requiring them to produce and maintain documents that demonstrate what actions have been taken to achieve compliance

Alcester Town Council recognises the guidelines in the 2013 Home Office Code of Practice:

- 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. (Appendix A & B- Privacy Impact Assessments)
- 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 competency 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

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons within the town, so they can enter and leave buildings and use 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 Town 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, both inside and outside Town Council buildings, other buildings and public open spaces
- To assist all “emergency services” to carry out their lawful duties

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a Full Council meeting.