

DURSLEY TOWN COUNCIL: CCTV APPENDICES

Approved by Council on 7th August 2018

APPENDIX A

Dursley Town Council: CCTV System Annual Review

This CCTV system and images produced by it are controlled by Dursley Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose.

Dursley Town Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes. The Town Council will conduct an annual review of the use of CCTV in Dursley.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting specific premises or locations.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			

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The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

APPENDIX B

Signage used to indicate CCTV coverage in Dursley



For public safety and security
**24 hour
CCTV**

surveillance is in operation

For information contact:

Dursley Town Council

01453 547758

clerk@dursleytowncouncil.gov.uk



www.redhand.co.uk 01453 826500

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APPENDIX C

Dursley Town Council: ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:		
Signature of Applicant <i>(or parent/guardian if under 18)</i>		A recent photograph may be necessary to aid identification.	
Reason for request - to be submitted to the Town Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature:	Date Received:	Time Received:
Fee Charged / N.A.	Fee Paid:	Request Approved: YES/NO	Date Applicant Informed:

£10 payable to Dursley Town Council. A printed A4 CCTV image will be provided within 40 days if application is approved by the Town Council.

Payment to be made to Lloyds Bank: Sort Code 30-98-29 Account No: 02216018