

# DURSLEY TOWN COUNCIL: CCTV CODE OF PRACTICE

**Approved by Council on 7<sup>th</sup> August 2018.**

## **1. Management of the System**

Day-to-day operational responsibility rests with the Town Clerk in conjunction with the Mayor, Deputy Mayor and the Deputy Clerk.

Breaches of this policy by Town Council Staff or Councillors acting as “operators” will be investigated by the Town Clerk and reported to the Town Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape 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.**

**The following points must be understood and strictly observed by operators:**

1. Town Council Staff or Councillors acting as “operators” must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the police and security consultants in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of either the Town Clerk, Mayor, Deputy Mayor or the Deputy Clerk.
4. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police can visit Jacob’s House to review and confirm the Town Council’s operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
5. Operators should regularly check the accuracy of the date/time displayed.
6. Digital records will be securely stored to comply with data protection and will only be handled by the minimum number of persons. Digital images will be erased after a period of 30 days at Jacobs House.

## **DURSLEY TOWN COUNCIL: CCTV CODE OF PRACTICE**

7. 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 Town Clerk would inform the Mayor or Deputy Mayor of any such emergency.
8. 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 Town Council by the police and the outcome of its use.
9. Any event that requires checking of recorded data will be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Council Office notified at the next available opportunity.
10. Any damage to equipment or malfunction discovered by an operator will be reported immediately to the Town Clerk or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
11. 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 is subject to a standard fee – currently £10 set by Govt. Forms are available from the Council Office and will be submitted to the next meeting of the Town Council for consideration and reply, normally within 40 days. (see Appendix C).
12. Any request to the Town Council from a member of the Tabernacle URC to view the camera overlooking the Garden of Rest area will not require the "Access Request Form" or the £10 fee. The CCTV Log register will be completed in the normal manner and any access to the CCTV system will be supervised by the Town Council.

### **3. Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Town Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Town Council, in line with the existing complaints policy.

## DURSLEY TOWN COUNCIL: CCTV CODE OF PRACTICE

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.

Dursley Town Council will conduct an annual review of its use of CCTV. (see Appendix A).

### **4. THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.**

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Town Clerk and/or Mayor at any time.

Signed .....

Print Name .....

Date ...../...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)