



OTTERY ST MARY TOWN COUNCIL

CCTV POLICY

This CCTV was adopted by Ottery St Mary Town Council on 6th July 2020 2020 (Minute No.20/7/30) and is next due to be reviewed in 2023

1. Introduction

1.1 Ottery St Mary Town Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor the library/toilets in order to provide a safe and secure environment for members of the public and staff and to prevent loss or damage to property.

1.2 The system comprises a number of fixed cameras

1.3 The system does not have sound recording capability.

1.4 The CCTV system is owned and operated by the Council

1.5 The CCTV is monitored by Council staff as necessary.

1.6 The CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. This Policy outlines the Council's use of the CCTV scheme and how it complies with the Act and GDPR.

1.7 All Authorised employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

2. Statement of Intent

2.1 The Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO's website.

2.2 The Council will ensure that there are prominent signs placed within the controlled area.

2.3 It is not possible to guarantee that the CCTV system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

3.1 The CCTV cameras are sited so they only capture images relevant to the purposes for which they are installed and care has been taken to ensure that reasonable privacy

expectations are not violated. The Council has ensured that the location of equipment has been carefully considered to ensure that images captured comply with the Data Protection Act.

3.2 The Council has made every effort to position the cameras so that their coverage is restricted to the premises and immediate surrounding outdoor area.

4. Covert Monitoring

4.1 The CCTV system will not be used to undertake any covert monitoring

5. Storage and Retention of CCTV Images

5.1 Recorded data is held on an SD card and the data will be retained for no longer than is necessary. Whilst retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of people whose images have been recorded.

5.2 All retained data will be stored securely.

6. Access to CCTV Images

6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

7. Subject Access Requests

7.1 Under the Data Protection Act individuals have the right to access CCTV footage relating to them.

7.2 All Subject Access Requests should be made in writing to the Chief Executive Officer ('CEO'). Individuals submitting Subject Access Requests must provide sufficient information to identify them as the subject of the information and also to locate the information on the system, ie the date and time.

7.3 A fee of £10 will be charged per Subject Access Request.

7.4 The Council will respond to requests within 28 calendar days of receiving the request and fee.

7.5 Appendix 1 provides full details on how to submit a Subject Access Request to the Council.

8. Access to and Disclosure of Images to Third Parties

8.1 There will be no disclosure of recorded data to third parties other than to the Police

8.2 Requests should be made in writing to the CEO.

9. Complaints

9.1 Complaints and enquiries about the operation of the CCTV system should in the first instance be directed to the CEO.

10. Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice (Information Commissioner's Office)
- Data Protection Act 2018
- General Data Protection Regulation (GDPR).

Appendix 1

Subject Access Request – CCTV Images			
Date of recording:			
Time of Recording:			
Location of Recording:			
Full name and address of subject :			
Telephone No:		Email address:	
Full description of subject’s clothing at time of recording, visual appearance etc	<i>(A recent photograph may be necessary to assist with identification)</i>		
Reason for requesting access to CCTV images			
Signature of subject (if under 18 years of age signature of parent or guardian)	<p>.....</p> <p><i>(You will be required to provide evidence of your identity eg driving licence, passport etc. If you are applying on behalf of a person under 18 years of age you will also be required to provide evidence that you are the parental guardian of the subject.)</i></p>		

Please submit your completed form to:

The Chief Executive Officer, The Council Offices, 8 Broad Street, Ottery St Mary, Devon. EX11 1BZ along with your payment of £10 for this Subject Access Request (cheques payable to ‘Ottery St Mary Town Council’).

The Council will respond to this request within 28 Calendar days of receiving the request and fee

