



THATCHAM TOWN COUNCIL

CCTV USAGE POLICY

Reference	G22	Adopted by	Recreation and Amenities Committee
Prepared by	Mel Alexander (Town Clerk)	Adopted date	10 th July 2017
Monitored by	Town Clerk	Minute reference	RA/2017/66
Monitoring review	Annually	Review date	2021

1. Introduction

The purpose of this policy is to control the management, operation, use and confidentiality of the CCTV system owned by Thatcham Town Council. A list of camera locations is detailed in Appendix I.

This policy was prepared after taking due account of the Code of Practice published by the Information Commissioner's Office (2015) and the Surveillance Camera Code of Practice guidelines (2013).

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might live, work or visit 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 system will be used for the following purposes:

- to create a safer community
- to reduce the fear of crime
- to reduce the vandalism of property
- to prevent, deter and detect crime and disorder
- to gather evidence by a fair and accountable method
- to assist the police, Thatcham 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
- to assist all Emergency Services to carry out their lawful duties

3. Compliance

Thatcham Town Council accepts the data protection principles based on the Data Protection Act 1998 as follows:

- i. Personal data shall be processed fairly and lawfully
- ii. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes
- iii. Personal data shall be adequate, relevant and not excessive in relation to the purposes or purposes for which they are processed
- iv. Personal data shall be accurate and, where necessary, kept up to date
- v. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
- vi. Personal data shall be processed in accordance with the rights of data subjects under this Act
- vii. Appropriate technical and organizational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
- viii. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

4. Privacy

The system will only be used for the purposes set out in section 2 above.

The system will not be used for the monitoring of any individuals without proper due cause.

The public will be made aware of the use of CCTV surveillance by the prominent display of appropriate signage that clearly displays Thatcham Town Council's contact details.

5. Operation of system and cameras

The system and control of cameras will only be viewed by permitted users as defined in section 6 below and operated by trained persons who have been duly authorised to use the system by the Data Controller.

All users of the system must do so in accordance with this policy.

Any handheld or mobile instrument capable of linking to the CCTV viewing system, whether used by Thatcham Town Council, the Police or any other authorised user, is subject to the same policy restrictions and operational procedures as though using the main console itself.

6. Permitted use of CCTV images

The Data Controller will determine whether imaging from the CCTV system is to be released to any parties in relation to:

- Where the Police reasonably believe that access to the recorded images is necessary for the investigation and detection of a particular offence or offences or the prevention of crime
- Police access under the provisions of the Police and Criminal Evidence Act 1984

- Recorded material resulting from the operation of the system will normally only be made available to the Police for criminal prosecution purposes

Recorded images may also be made available upon written request to the Data Controller, whose decision to release such information will be final, for the purposes of prosecution, having taken into account compliance with the key objectives of this policy, by the following agencies:

- HM Customs and Excise
- West Berkshire District Council in pursuit of their statutory obligations
- Health and Safety Executive
- Trading Standards
- Other law enforcement agencies

Any such information/recordings released will be subject to an undertaking that it will only be used strictly in accordance with this policy.

All recorded material must be of good quality, accurate in content and unable to be altered or tampered with at source.

Receipt of all recordings must be properly acknowledged, such use formally recorded and stored securely and not disposed of until the purpose for which it has been collected has been completed and confirmed as no longer required by the evidence gathering agency.

7. Subject Access Requests

Individual access to personal data, of which that individual is the data subject, must be permitted, subject to following proper procedures in connection with such data, in accordance with the Data Protection Act 1998.

8. Responsibilities of the Owners of the System

Thatcham Town Council is the Data Controller and retains overall responsibility for the system.

The day-to-day operational responsibility of the system is delegated to any two of the following Officers:

- Town Clerk
- Community & Civic Manager
- Services Manager

This Policy will be reviewed annually by Council Officers and every four years by Council, or sooner should circumstances or legislation change.

Approved by the Recreation and Amenities Committee on 10th July 2017.
Minute Reference: RA/2017/66

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