



CCTV Policy Part 1 CCTV system

BROADSTAIRS & ST. PETER'S TOWN COUNCIL

Adopted: 26th March 2018

1 Introduction

1.1 Closed Circuit Television (CCTV) has been introduced at Pierremont Park by Broadstairs & St. Peter's Town Council.

1.2 The Broadstairs & St. Peter's Town Council CCTV System currently consists of:
3 Public Space CCTV cameras on the rear elevation of Pierremont Hall CT10 1JX. The system has the capability for an additional 5 cameras, which may be added without notice. All future cameras will be located around Pierremont Hall/Park

1.3 The system is not routinely monitored but is accessed as and when the need arises. The system operates in accordance with a Code of Practice that complies with current legislation including the Human Rights and Data Protection Act, it will also comply with the General Data Protection Regulations (EU) 2016/679 when it comes into force. For the purposes of the Data Protection Act, the 'Data Controller' is Broadstairs & St. Peter's Town Council. The CCTV system has been notified to the Information Commissioner. A statement in respect of the Human Rights Act 1998 can be found at Appendix 1:

1.4 Broadstairs & St. Peter's Town Council does not conduct covert surveillance.

1.5 Unless required as part of a criminal investigation, all images are retained for a maximum of 31 days before being overwritten. Access to images and equipment is strictly controlled, please refer to the policy, CCTV Policy _ Release of Information for fill guidelines on requesting data. Copyright and ownership of all material recorded by the System will remain with the Data Controller, Broadstairs & St. Peter's Town Council.

2. Policy Purpose:

2.1 This policy sets out the standards and procedures for the CCTV system at Pierremont Hall/ Park

3. Aims and Objectives

- To deter crime
- To assist in the detection of crime
- To reduce the fear of crime
- To improve public protection
- To improve the safety and security of residents, visitors and the business community who use the facilities within the areas covered
- To facilitate the apprehension and prosecution of offenders in both criminal and public order offences
- To discourage anti-social behaviour including alcohol and drug related issues
- To deter vandalism
- To assist the Council in monitoring and managing its assets and areas of responsibility
- To enhance the environment and thereby improve the enjoyment of the Council's facilities by all who use them.

4. The System

4.1 The system will be operated in accordance with the Data Protection Act 1998 and the General Data Protection Regulations (EU) 2016/679.

4.2 The system will be operated fairly, within the law, and only for the purposes for which it was established and which are identified within the Code, or which are subsequently agreed in accordance with the requirements of the Code.

4.3 The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.

4.4 Throughout the Code it is intended, as far as reasonably possible, to balance the objectives of the system with the need to safeguard the individual's rights. Every effort has been made to indicate that a formal structure has been put in place.

4.5 Participation in the system by any organisation, individual or authority assumes an agreement by all such participants to comply fully with this Code and to be accountable under the Code.

4.6 Should a complaint arise with the use of the system the Town Council's complaints procedure should be used.

5. Monitoring and Recording Facilities

5.1 The CCTV is not routinely monitored. Monitoring will only take place in exceptional circumstances by authorised staff. The CCTV equipment for the fixed cameras can record all cameras simultaneously at each site throughout every 24 hour period.

5.2 CCTV operators are able to produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with the Code of Practice. All viewing and recording equipment shall only be operated by trained and authorised users.

5.3 Unauthorised persons will not have access to the CCTV system.

5.4 All operators shall be made aware of their responsibilities in relation to the requirements of the Human Rights Act 1998, Data Protection Act 1998, Data Protection Regulations (EU) 2016/679, Regulation of Investigatory Powers Act 2000 and the Codes of Practice and Procedures. Further training will be provided as necessary.

6. Review:

6.1 This policy will be reviewed by the Town Clerk at the end of each Civic Year. If any changes are needed these will be reported at a meeting of the Finance and General Purposes Committee.

Appendix 1:

Statement in respect of The Human Rights Act 1998

- I. Broadstairs & St. Peter's Town Council recognises that public authorities and those organisations carrying out public service functions have to observe the obligations imposed by the Human Rights Act 1998. Broadstairs & St. Peter's Town Council considers that the use of CCTV in various locations within the land they manage is a necessary, proportionate and suitable tool to help reduce crime, reduce the fear of crime and improve public safety.
- II. This assessment is evidenced by an 'operational requirement' document. Section 163 of the Criminal Justice and Public Order Act 1994 creates the power for local authorities to provide closed circuit television coverage of any land within its area for the purposes of crime prevention or victim welfare. CCTV also fulfils its duty under the Crime and Disorder Act 1998.
- III. It is recognised that operation of the CCTV System may be considered to infringe on the privacy of individuals. The Council recognises its responsibility to ensure that the scheme should always comply with all relevant legislation, to ensure its legality and legitimacy. The scheme will only be used as part of the response to identified problems and be used only in the interests of national security, public safety, the economic wellbeing of the area, for the prevention and detection of crime or disorder, for the protection of health and morals, or for the protection of the rights and freedoms of others.
- IV. The Code and observance of the procedures contained in the Operational Procedures shall ensure that evidence is gathered, retained and made available as required to ensure there is absolute respect for everyone's right to a fair trial.
- V. The CCTV System shall be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and avoiding discrimination on grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.