

Dereham Town Council

CCTV Policy

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system at:

1. Barwells Court Toilets, Barwells Court, Dereham, Norfolk NR19 2BN
2. Dereham Cemetery, Cemetery Road, Dereham, Norfolk NT19 2ET
3. Norwich Road Cemetery, Norwich Road, Dereham, Norfolk NR20 3PX
4. Dereham War Memorial Hall, 62A Norwich Street, Dereham, Norfolk NR19 1AD

After consultation with specialists, the system was designed to monitor the properties above plus digital recording to a DVR. Video recording is carried out 24 hours per day, 365 days of the year on a circular recording sequence i.e. the DVR stores new images whilst overwriting the oldest recorded images. A period of three weeks real time recording is held on the DVR at any one time. Constant surveillance of the monitor could be undertaken by authorised personnel daily, but as a general rule it will be checked periodically in response to the need to check for the safety of the public and protection of council property and premises.

Background with regard to CCTV and the new GDPR 2018

Images are considered as personal data under the GDPR and therefore at a data protection level, requires the same level of thought and care that is being paid to other affected areas of a business/public authority.

GDPR requires the processing of personal data to be lawful, fair and transparent. This collection of data will need to be justified.

It is recommended that the use of CCTV is communicated via signage which indicates the areas covered, the person/company monitoring the cameras and how they can be contacted.

One of the core principles of the GDPR requires personal data to be processed for only as long as its purpose requires. Details of how long data is kept must be made available.

As with any other aspect of personal data, data subjects have a right to access, which however, could result in your disclosing footage of others to them. Care must be taken to ensure the personal data of others are covered or blurred, when showing footage to someone. No administrative fee can be charged for this. CCTV operators hold the confidentiality and integrity of any footage.

Screens displaying live or recorded footage should only ever been viewed by authorised individuals. Footage should be secured regardless of its format.

GDPR does not discourage the use of CCTV but instead encourages balance and clarity for all parties regarding its usage. While in the past, the concerns of data subjects may have been disregarded in favour of the overriding interests of the controller, this can no longer be the case.

Dereham Town Council accepts the principles of the GDPR 2018 as follows:

- Data must be fairly and lawfully processed
- Data not kept for longer than is necessary

- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Processed in accordance with individuals protection
- Secure
- Not transferred to counties without adequate protection
- Subject to guidance on good practice

Statement of Purpose

The purpose of the CCTV is to provide a safe and secure environment for the benefit of those who might visit the area and for the protection of council property and premises. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the vandalism of property and prevent, deter and detect crime and disorder
- To assist the Police, 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 and signs on display stating CCTV cameras are in use and contact details of Dereham Town Council

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose of this policy or operation of the CCTV scheme will take place only after discussion at Dereham Town Council Committee Meetings(s) and resolution at full council meeting.

Responsibilities of the Owner of the Scheme

Dereham Town Council retains overall responsibility for the scheme.