



NORTH WALSHAM TOWN COUNCIL

CCTV Office Policy

Council Name: North Walsham Town Council
Council Address: 18 Kings Arms Street, North Walsham NR28 9JX
Email Address: admin@nwtc.org.uk
Telephone numbers: 01692 404114

North Walsham Town Council uses an unmonitored CCTV system for the reduction, investigation and detection of crime, to provide public safety, a safe and secure environment and to prevent the loss or damage to property.

CCTV cameras are installed at

- Market Street
- Church Street
- King's Arms Street
- Market Place
- Vicarage Street
- Precinct – St Nicholas Court
- Memorial Park
- Trackside (when installed)

The system is used by the Police, Town Clerk, DPO and Secure Defence. Access to the CCTV system is requested via the Town Clerk and DPO.

The CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The Town Council complies with the Information Commissioner's CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence. The Code of Practice is on the Information Commissioner's Office website.

The GDPR Secure Defence UK Policy supplied to the Town Council, is the Policy used by North Walsham Town Council. Secure Defence is the maintenance and service provider. This Policy outlines the Council's use of CCTV and how it complies with the Data Protection Act 2018.

North Walsham Town Council is the Data Controller under the CCTV Policy for North Walsham Town Council – Members and Staff. Under the GDPR – SDUK's Policy – SDUK is the Data Controller.

The Deputy Town Clerk is the Data Protection Officer and is responsible for the Council's Data Protection procedure. Public interest in the operation of CCTV will be recognised by ensuring the security and integrity of operational procedures, this balances the objectives of CCTV usage with the need to safeguard the individual's rights.

Covert Monitoring

In exceptional circumstances North Walsham Town Council may allow covert monitoring regarding illegal activities in the Town and at which time advice and guidance will be taken from the Police or Home Office. The Regulation of Investigatory Powers Act 2000 sets out the conditions under which investigations and covert surveillance can be lawfully conducted.

Signage

In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area which are Data Protection Act compliant. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Images are recorded 24 hours per day, and HD quality cameras with night vision functionality are used.

Storage and Retention of CCTV images

Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely. The recording facility destroys images on a 30 day rotation.

Subject Access Requests

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the DPO using the forms which can be supplied, and each application will be supplied on its merits. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. The response time will be 20 working days of receiving the written request. The charges for producing the information can be up to £10.00. The Town Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

Access to CCTV images

Access to recorded CCTV images will only be made for a specified purpose, at an identified time and in pursuit of a legitimate aim. Access to footage is strictly controlled by the Town Clerk and will include the DPO, the Police, other designated bodies on a 'need to know' basis and Secure Defence for maintenance purposes. Under no circumstances will it be made widely available. All access to recorded data will be logged, stating - name, date, reason for access and evidence downloaded

Access to and Disclosure of images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police or service providers who would need access to the data.

Complaints

Any complaints should be made to the DPO and Town Clerk at the details mentioned above.