

WINSLOW TOWN COUNCIL

CCTV Policy



Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at appendix 1 of this document.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to annual review by the Town Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements.

The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries with inadequate protection;
- subject to guidance on good practice;
- Examples of how to implement the standards and good practice.

Statement of Purpose

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

- to reduce the fear of crime by persons using Council facilities so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the 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.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Environment Committee meeting(s) and resolution at full Council. All agendas are posted on the Town Council notice board at least 3 clear days before Council meetings.

Responsibilities of the Owners of the Schemes

The elected Town Council retains overall responsibility for the schemes.

Management of the Systems

Day-to-day operational responsibility rests with the Clerk to the Council, who can be consulted out of hours, if and when necessary.

Breaches of this policy by operators will be investigated by the Clerk to the Council and reported to the Town Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence will be of best quality achievable from the systems.

This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference on the Town Council website.

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. All Operators will receive appropriate training and the Training Log (Appendix 5) will be duly completed. Any amendments to the system will generate refresher training, log to be duly completed. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the police and security consultants in order to comply with the needs of the public these needs will be reviewed from time to time.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk of the Council or the Chairman of the Environment Committee of the Council. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the various premises to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the Police and recorded in WTC evidence log situated at Oak Park Alarms.
4. The System Monitor (appointed by the Environment Committee) will check every three months the accuracy of the date/time displayed, quality of images, review the Evidence Log. These checks and any problems/actions taken will be recorded by the System Monitor or Maintenance contractor in a log (appendix 4) to be kept with the evidence log for the purpose.
5. The equipment will be maintained on six monthly basis by a technician under a maintenance contract
6. Visual checks on the cleanliness of the cameras from ground level can be carried out by the Councils employees, and any obvious signs of the camera being obstructed reported to the Clerk of the Council.
7. Digital records should be securely stored to comply with Data Protection and should only be handled by the essentially minimum number of persons. Digital images are overwritten by the system after a period of 21-31 days, depending on activity.
8. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.

9. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged in the evidence log to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Town Council by the police and the outcome of its use.
10. Any event that requires checking of recorded data should be clearly detailed in the evidence log, including Crime Nos. if appropriate, and the Council notified by the System Monitor at the next available opportunity.
11. Any damage to equipment or malfunction discovered by an operator should be reported immediately to the Clerk and/or contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged (see 4.and 6 above) showing the date and time of completion.
12. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' (appendix 2) and is subject to a standard fee. Forms are available from the Clerk and will be submitted to the next meeting of the Town Council for consideration and reply, normally within 40 days.

Efficacy of the system

Annually, the System Monitor will compile for the Environment Committee a report of incidents investigated, time spent, evidence supplied and outcomes of Police action.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will be any reports that are submitted to the Town Council providing it does not breach security needs.

The Police are informed of installations and provided with a copy of this CCTV Policy.

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Town Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

WINSLOW TOWN COUNCIL CCTV Systems area located in the following locations:

Market Square	5 cameras located around the square. Recording and viewing equipment located securely within Jennie Wrens Tearoom – contact Katrina Davies
Greyhound Lane & Car Park	2 cameras located on the Dentist's and 1 camera located on Oak Park Alarms premises Recording and viewing equipment (for 4 cameras) located securely within Oak Park Alarms – contact Trevor Goosey
Winslow Public Hall Car Park	3 cameras located on the Royal British Legion premises Recording equipment (for 4 cameras) located securely within the RBL premises.
Winslow Recreation Ground	2 cameras located on the Scout Headquarters Recording equipment (for 4 cameras) located securely within the Scout premises

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CCTV Advice Signs are displayed in the following locations:

- Entrance to Winslow on A413 Buckingham Rd,
- Sheep Street, outside Winslow Hall
- Entrance to Winslow on Granborough Road
- Winslow Sports & Social Club, Elmfields Gate,
- Royal British Legion Club, Elmfields Gate,
- Greyhound Lane Car Park

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing)	
Post Code:	Tel.No:	A recent photograph may be necessary to aid identification.	
Signature of Applicant (or parent/guardian if under 18)			
Reason for request - to be submitted to the Town Council.			
Continue overleaf if necessary			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:

Winslow Town Council

RECORD OF NUISANCE / CRIMES INVESTIGATED USING CCTV SYSTEMS

OFFENCE	COMMITTED ON DATE/ TIME / PLACE	ADDRESS/ DESCRIPTION	NAME/ADDRESS OF WITNESS:	ACTION TAKEN (Crime No.)	BY:	DATE/ TIME	CCTV CHECK ED
/.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		Site: By: Result: Action:
/.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		Site By: Result: Action:
/.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		Site: By: Result: Action:
/.../..... @			Recorded only Police Called- Local 999 Police Attended LETTER PROSECUTION	CLERK/ OR		Site: By: Result: Action:

WINSLOW TOWN COUNCIL CCTV SYSTEM – LOG OF THREE MONTHLY SYSTEM MONITOR CHECKS

Date	Checks undertaken					Problems	Action Taken	Checked by Initials
	System location	Cameras - Image in focus and correctly directed?	Recorder Operational and downloading?	Stored Image clear	Date and Time display correct			
	Oak Park	1 2 3						
	RBL	1 2 3						
	Scout Hut	1 2						
	Market Square	1 2 3 4 5						

Any other remarks arising from monthly check by System Monitor

WINSLOW TOWN COUNCIL – CCTV SYSTEMS OPERATOR TRAINING LOG

Training undertaken (Description)	Trainer	Trainee	Date	Successfully completed (trainee signature)
Operation of all existing systems as at 01.09.09		Michael Warner		
Operation of all existing systems as at 01.09.09		Dennis Corben		
Amendment to.....				
Amendment to.....				