Ramsgate Town Council

CCTV Policy

Adopted by Ramsgate Town Council on 9th November 2022, to be reviewed annual or as required.

1. Introduction

1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system at Radford House & Charlotte Court.

1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000).

1.3 This policy will be subject to periodic review as required by the Town Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.

1.4 The system comprises of 6 fixed cameras located in and around Radford House (three cameras) and Charlotte Court (three cameras), which are managed by Ramsgate Town Council.

2. Objectives of the scheme

2.1 To protect the building and its assets

2.2 To increase personal safety and reduce the fear of crime

2.3 To support the Police in a bid to deter and detect crime

2.4 To assist in identifying, apprehending and prosecuting offenders

2.5 To protect members of the public and private property

3. Statement of intent

3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 The Town Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities within and around Radford House & Charlotte Court to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of Radford House & Charlotte Court, together with its visitors.

3.4. Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.5 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Town Councils forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.

3.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.

3.7 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.8 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

4. Operation of the system

4.1 The Scheme will be administered and managed by the Supervisor Technician.

4.2 The day-to-day management will be the responsibility of the Supervisor Technician.

4.3 The CCTV system will be operated 24 hours each day, every day of the year.

5. Control Room

5.1 The CCTV has a virtual “control room” using the HiK-Connect app. The Supervisor Technician will routinely check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.

5.2 Access to the CCTV app will be strictly limited to the Town Clerk & the Technicians.

5.3 Unless an immediate response to events is required, the Technicians must not direct cameras at an individual or a specific group of individuals.

5.4 The HiK-Connect app must be kept up-to-date and the viewing device kept up to date to ensure data security (e.g. operating system updates).

6. Monitoring procedures

7.1 Camera surveillance may be maintained at all times.

8. Recording procedures

8.1 All recorded material will be treated as confidential and unless required for evidence, will be kept in accordance with this policy.

8.2 The CCTV systems are operated and monitored 24 hours a day, every day of the year.

8.3 CCTV images not to be retained for longer than necessary. Data storage is automatically managed by the CCTV digital recorders which use software programme to overwrite historical data in chronological order to enable the recycling of storage capabilities. This process produces a minimum of 30 days rotation in data retention.

8.4 Provided that there is no legitimate reason for retaining the CCTV images (such as for use in legal or disciplinary proceedings), the images will be erased following the expiration of the retention period.

8.5 If CCTV images are retained beyond the retention period, they will be stored in a secure place with controlled access and erased when no longer required (on a Council computer).

8.6 Access to the CCTV System and to the captured images will be restricted to authorised staff involved in monitoring or investigation.

8.7 A record will be maintained of the release of media to the Police or other authorised applicants. A register will be available for this purpose.

8.4 Viewing of videos by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

8.5 Should a digital copy be required as evidence, a copy may be released to the Police it will be made clear that the file remain the property of the Council and information contained on it are to be treated in accordance with this code. The Town Council also retains the right to refuse permission for the Police to pass to any other person the file or any part of the information contained thereon. On occasions when a Court requires the release of an original recording this will be produced.

8.6 The Police may require the Town Council to retain the stored files for possible use as evidence in the future. Such files will be properly indexed and properly and securely stored until they are needed by the Police.

8.7 Applications received from outside bodies (e.g. solicitors) to view or release disks will be referred to the Town Clerk. In these circumstances disks will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £15 for subject access requests; a sum not exceeding the cost of materials in other cases.

9. Breaches of the code (including breaches of security)

9.1 Any breach of the Code of Practice by Council staff, will be initially investigated by the Town Clerk, in order for him/her to take the appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated, and an independent investigation carried out to make recommendations on how to remedy the breach.

10. Assessment of the scheme and code of practice

10.1 Performance monitoring, including random operating checks, may be carried out.

11. Complaints

11.1 Any complaints about the Town Council's CCTV system should be addressed to the Town Clerk.

11.2 Complaints will be investigated in accordance with Section 9 of this Code.

12. Access by the Data Subject

12.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

12.2 Requests for Data Subject Access should be made on an application form available from the Town Clerk. The forms will also be available to the public.

13. Public information

Copies of this Code of Practice will be available to the public from the Town Clerk.

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.)