



CORFE MULLEN TOWN COUNCIL

CCTV POLICY

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

- The Town Council Office and Village Hall Entrance
- The Grounds Staff building at the Recreation Ground

Both sets of cameras are managed by Corfe Mullen Town Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015) and the General Data Protection Regulation 2018.

This policy will be subject to an annual review by the Town Council to ensure that it continues to reflect the public interest and that it meets all legislative requirements.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: 00012994658

Corfe Mullen Town Council accepts the seven data protection principles based on the Data Protection Act 2018 as follows:

Data must be:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Statement of Purpose

To provide a safe and secure environment for the benefit of those who work or might visit the area. The system will only be used in accordance with the law. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using facilities at the Village Hall
- To prevent, deter and detect crime and disorder
- To reduce the level of vandalism at the Town Council Office, Village Hall and Grounds Staff Building and to facilitate the Police with identifying the culprits
- To prevent, deter and detect crime and anti-social behaviour
- To provide security to both the Town Council Office and Village Hall
- To ensure the safety of staff when lone working



- To assist the police, Town council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime and public order
- To act as a deterrent to potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored

CCTV Code of Practice

- Day to day operational responsibility rests with the Clerk to the Town Council
- Breaches of this policy will be investigated by the Clerk and reported to the Town Council

Control and Operation of the Cameras, Monitors and Systems

- Operation of all cameras is restricted to the Town Clerk and Deputy Town Clerk
- Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Town Council
- Law Enforcement Agencies are permitted access to any recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. These agencies can visit the Town Council Office to review and confirm the Town Council's operation of CCTV by arrangement. Any visit to view images will be logged and recorded by the Clerk
- Recordings will be retained for a maximum of 12 months to facilitate law agencies with crime detection, but will be destroyed after 12 months has lapsed
- Operators should regularly check the accuracy of the date/time displayed
- Unless on the advice of the police, CCTV images will not be shared on Social Media or any other public platforms
- Any written concerns or complaints regarding the use of the system will be considered by the Town Council, in line with the existing complaints policy