



# **BLYTH TOWN COUNCIL**

## **CCTV PROCEDURE**

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## **1. Introduction**

These procedures aim to ensure that the CCTV systems installed under the approval of Blyth Town Council and maintained by other contractors comply with the law and that the scope, purpose and the use of its systems are clearly defined. Blyth Town Council will give due regard to the Data Protection Act 1998, the General Data Protection Regulation (GDPR) the freedom of information Act 2000, the Protection of Freedoms Act 2012 the Human Rights Act 1998 and any subsequent data protection legislation

Any proposed CCTV installation will be considered alongside a Data Protection Impact Assessment as outlined within GDPR.

Blyth Town Council are registered with the Information Commissioner's Office – ZA065709.

## **2. Scope and Purpose of the CCTV system**

Crime Prevention and Public Safety

## **3. System Overview**

The system installed comprises of fixed cameras to cover the Council's Assets for the purpose/s listed above. All recordings are recorded onto a digital recorder and recordings are available for a period of approximately 28 days depending upon system technology and the number of cameras on each individual system. After this period, new images will overwrite onto the oldest images held.

Cameras are sited so that they cover the Council's Assets as far as is possible. Any cameras sited where they may also capture areas off site will have privacy zones set up so that they do not record any un-necessary footage.

The CCTV System does not record audio.

Each individual CCTV system may be monitored locally within the Council offices, should the circumstance be deemed necessary and also remotely by Reay Security Ltd ARC (Alarm Receiving Centre).

All operators are SIA Public Area CCTV Licenced and are screened and vetted to BS7858.

The access to CCTV images is by using a specific application stored on the computer of only those operatives duly authorised. The computers are username and password protected. Only appointed persons have access to the system and images.

Access to the system remotely is via a secure connection with layered protection, only authorised persons will have access to the system remotely.

Where the recorded data needs to be copied for further action to take place, only the proportionate amount of image will be recorded. This will be copied onto the appropriate media. Where this data leaves the office and is handed on e.g. to the Police, a signature will be obtained.

Any introduction of, or changes to the CCTV system will be subject to consultation with the contractor after the necessary agreement within Blyth Town Council. Any changes will be considered along the Data Protection Impact Assessment if it is deemed necessary.

The CCTV system policy and these procedures will be reviewed annually to ensure the system and scope are still relevant. Any data recorded will only be retained for as long as we believe necessary e.g. when subsequent action has been taken.

Reay Security Ltd, the system provider, will conduct a remote check of the system once a week to ensure the system is working correctly (If remotely monitored)

Any defects found will be reported and corrected as soon as possible.

#### **4. CCTV Monitoring**

It is not Blyth Town Council`s policy to carry out **covert** monitoring unless there are exceptional reasons for doing so. **For this circumstance to occur would require the permission of the Town Clerk.**

Blyth Town Council may, in exceptional circumstances, determine that there is good sound reason for setting up covert surveillance. Examples could include.

- a. Where there is good cause to suspect that an illegal or unauthorised action(s) taking place or where there are serious grounds to suspect serious misconduct.
- b. Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances authorisation must be obtained from the Town Clerk and the data controller advised before the commencement of such covert monitoring

Covert monitoring must cease immediately on completion of the investigation.

Cameras used for covert monitoring will not be used in areas expected to be private such as toilet cubicles, changing areas etc.

The **primary** use of monitoring will be to respond to issues which are brought to our attention in line with the scope and purpose of the system, and to then determine the necessary action to take.

## **5. Subject Access Rights**

All individuals have the right to request access to the CCTV footage relating to themselves under the data protection act and general data protection regulation.

All subject access requests must be made in writing to Blyth Town Council Office (Arms Everytne House Quay Road Blyth Northumberland NE24 2AS)

Anybody submitting a subject access request must supply sufficient details e.g. date time, location and other information to enable Blyth Town Council to identify the information, if any.

In accordance with the Council's General Public Privacy Notice there are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

Blyth Town Council reserves the right to refuse access to CCTV footage where this would prejudice the rights of other individuals or an ongoing investigation.

There will be no access of recorded data to third parties other than to the authorised persons such as the Police or other enforcement e.g. Northumberland County Council.

The recorded data may be used in Blyth Town Council and the installed sites disciplinary and grievance procedure.

## **6. Complaints**

Any complaints or enquiries about the CCTV system should be submitted in writing to Blyth Town Council Office (Arms Everytne House Quay Road Blyth Northumberland NE24 2AS).