

CCTV POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2025, minute 20/25-26.)

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system at the Council Offices, The Grove, Swanscombe and The Swanscombe Leisure Centre, Craylands Lane, Swanscombe.

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 periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets 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 adequate 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 the buildings and facilities 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;

CCTV POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2025, minute 20/25-26.)

- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both inside and outside relevant Town Council buildings.
- 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 Council Committee meeting(s) and resolution at full Council meeting. All agendas are posted on the Town Council Offices notice board, and website, at least 3 clear days excluding weekends before Council meetings.

Responsibilities of the Owners of the Scheme

The elected Town Council retains overall responsibility for the scheme.

CCTV CODE OF PRACTICE

Management of the System

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

Breaches of this policy by operators will be investigated by the Town 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 tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme, a copy will be available for reference in the secure recording area(s).

CONTROL AND OPERATION OF THE CAMERAS, MONITORS AND SYSTEMS.

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

- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk. 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 Council Office(s) to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images must be logged.
- The accuracy of the date/time displayed should be regularly checked.
- Digital images will be maintained for no longer than 31 days.

CCTV POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2025, minute 20/25-26.)

- 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 Town Clerk of the Council would inform the Town Mayor / Chairman of the Council of any such emergency.
- As records may be required as evidence at Court, each person handling a tape/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 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.
- Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate.
- Any damage to equipment or malfunction discovered should be reported immediately to the Town Clerk 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 showing the date and time of completion.
- Any request by an individual member of the public for access to their own recorded image must be made in writing and is subject to a standard fee. Forms are available from the Council Office and will be submitted to the next meeting of the Town Council for consideration and reply.

Accountability

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

The Police will be informed of the installation 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 CCTV CODE OF PRACTICE 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 Town Clerk at any time.

Signed Print Name

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

CCTV POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2025, minute 20/25-26.)

RECORD OF NUISANCE / CRIMES

Offence:	
Committed on (date, time, place):	
Name and Address of Witness:	
Action Taken (crime number, police called etc.):	
By:	