



## **CCTV**

### **1. Introduction**

This Policy is to control the management, operation, use and confidentiality of the CCTV system in the Town of Wareham, managed by Wareham Town Council. It has been 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 Town Council to ensure that it continues to reflect the public interest and that it and the system comply with 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 without adequate protection;
- subject to guidance on good practice.

### **2. 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 the town's facilities;
- to reduce the fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist Dorset 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.

### **3. Changes to the purpose of this Policy**

Any major change that would have a significant impact on either the purpose of this Policy for operation of the CCTV scheme will take place only after discussion at meetings of the Policy, Resources and Finance Committee and resolution by full Council. All agendas are posted on the Town Council notice board in accordance with the requirements of the Local Government Act 1972, at least 3 clear days, excluding weekends, before Council and Committee meetings.

### **4. Responsibilities of the owners of the scheme**

Wareham Town Council retains overall responsibility for the operation of the CCTV scheme.

### **5. Management of the system**

Day-to-day operational responsibility rests with the Town Clerk to the Council, as Data Controller, who may be consulted by staff during or out of working hours, if and when necessary.

Breaches of this Policy by anyone concerned with operation of the CCTV system will be investigated by the Town Clerk 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 in the form of a recording 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 and individual copies of this Policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area.

## **6. Control and operation of the cameras, recording equipment and systems**

**The following points must be understood and strictly observed by all concerned with the operation of Wareham Town's CCTV equipment:**

1. The Town Clerk is nominated as the Data Controller of the CCTV system.
2. Town Council staff are not trained operators and operation of the recording equipment is limited to Dorset Police and any trained operators they may wish to supply on any occasion. 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.
3. The position of cameras and recording equipment have been agreed following consultation with Dorset Police and security consultants in order to comply with the needs and safety of members of the public and staff and for maximum effectiveness in providing images following any crime or security related event.
4. No public access will be allowed to the recording equipment except for lawful, proper and sufficient reason and with the prior approval of the Town Clerk and the Mayor. The equipment is to be housed in an office which is to have access controlled by an entrance code device and locked on exit of authorised personnel only. The public are not to be given access to this office unless specifically permitted by the Data Controller.
5. Dorset Police are permitted access to digitally recorded images and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Dorset Police are able to visit the Council Offices to review and confirm the Town Council's operation of CCTV arrangements. Any visit by Dorset Police to view images is to be logged by the Data Controller.
6. Full access to the entrance code to the room housing the CCTV recording equipment is to be given to Dorset Police, who will be notified of any code changes immediately. The Town Clerk/Data Controller, Town Council caretakers (2) and administrative staff (3), plus the Mayor and Sgt at Mace, are the only persons authorised to know the entrance code.
7. The Data Controller should regularly check the accuracy of the date/time displayed on the recording equipment.
8. Any digital records are to be securely stored to comply with all current data protection legislation and should only be handled by the minimum number of persons. Recordings will be used in strict rotation and retained for a maximum of 28 days. Digital images will be erased after a period of 28 days.
9. Images will not normally be supplied to the media, except on the advice of Dorset Police if it is deemed to be in the public interest. The Town Clerk is to inform the Mayor of any such situation where this may be deemed necessary.
10. Since records may be required as evidence in a court of law, each person handling a CCTV digital record may be required to make a statement to a Police

Officer and sign an exhibit label. Any images that are taken by a Police Officer are to be signed for by the Police Officer and information logged to identify the recording, and showing the Officer's name, number and Police Station. Police Community Support Officers (PCSOs) are also to comply with this requirement, acting in full support of Dorset Police. The log, to be kept in the Town Clerk's office, should also show when such information is returned to the Town Council by Dorset Police and the outcome of its use.

11. Any event that requires checking of recorded data must be clearly detailed in a log book of incidents, including crime numbers if appropriate, and the Town Council Administration Office notified at the next available opportunity, informing the Town Clerk/Data Controller. This log is to be retained in the Town Council Administration Office under the control of the Office Manager.
12. Any damage to equipment or malfunction discovered by any person or operator should be reported immediately to the Town Clerk, contact made as appropriate with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this is also to be logged, showing the date and time of completion.
13. Warning signs informing members of the public that CCTV cameras are in operation for their own security and safety are to be placed at all appropriate locations, externally in Wareham Town or inside the Town Hall/Museum, and must be clearly visible and not hidden.
14. 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 Town Council Administration Office and will be submitted to the Town Clerk/Data Controller, who is delegated to deal with the request in consultation with the Mayor and Chairman of the Policy, Resources and Finance Committee for consideration and reply, normally within 28 days.

## **7. Accountability**

Copies of this CCTV Policy are available from the Town Council Administration Office in accordance with the Freedom of Information Act.

Dorset Police will be informed of the installation and provided with a copy of the CCTV Policy.

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

### Location of CCTV cameras

#### **External**

- (a) Town Hall overlooking the intersection of North, South, East and West Streets (known as The Cross).
- (b) Methodist Church building, North Street.
- (c) Public Library, South Street.
- (d) Italian Restaurant overlooking South Street, The Quay and South Bridge.

*Note: the above cameras are digital CCTV cameras.*

- (e) A351 flyover on northern approach to Wareham overlooking Sandford Lane and Railway Station – located on mast.
- (f) Worgret Road at roundabout intersection with A351 – located on mast.

*Note: the above cameras are analogue CCTV cameras.*

#### **Internal**

- (a) Rear of entrance lobby, ground floor, at Town Hall (facing East Street door, Corn Exchange and Museum entrances and lower stairwell).
- (b) Museum: three cameras located inside this ground floor facility covering all publicly accessible areas.
- (c) First floor: rear of entrance lobby to Council Chamber, Town Council Administration Offices, Staff Kitchen/WC and Town Clerk's office – on wall above Council Chamber entrance door.

**Wareham Town Council**  
**Access Request Form – CCTV Images**

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>	
<b>Applicant's Name and Address:</b>		<b>For office use only: Comments as appropriate regarding the application</b>	
<b>Post Code:</b>	<b>Tel.No:</b>		
<b>Signature of Applicant:</b>			
<b>(or parent/guardian if under 18)</b>			
<b>Reason for request:</b>			
<b>Continue overleaf if necessary</b>			
<b>Received by:</b>	<b>Signature:</b>	<b>Date Received:</b>	<b>Time Received:</b>
<b>Fee Charged / N.A.:</b>	<b>Fee Paid:</b>	<b>Request Approved:</b>	<b>Date Applicant Informed:</b>
		<b>YES/NO</b>	

## Wareham Town Council

Receipt Form – Downloaded CCTV Images –  
Dorset Police

<b>Date and Time of Recording:</b>	<b>Place of Recording:</b>
<b>Police Contact Details:</b>	<b>Reason for Request:</b>
<b>Date Request Received:</b>	<b>Date Download Received by Police:</b>
<b>Signed (Town Clerk/Data Controller):</b>	<b>Signed (on behalf of Dorset Police):</b> <b>Name:</b> <b>Rank/Status:</b> <b>Official Number:</b>