



ST. ANNE'S ON THE SEA TOWN COUNCIL CCTV POLICY

INTRODUCTION

This Policy is to control the management, operation, use and confidentiality of the CCTV system in the parish of St. Anne's managed by St. Anne's on the Sea Town Council or by its nominated agents. It was prepared after taking due account of the Code of Practice published by the Information Commissioners Office (09.06.2017). 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 meets all legislative requirements.

The Town Council Policy accepts the six general principles of the General Data Protection Regulations (GDPR) 2018, which are:

The six general principles under the new legislation are very similar to the current law:

1. Personal information shall be processed lawfully, fairly and in a transparent manner
2. Personal information shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. Personal information shall be adequate, relevant, and limited to what is necessary
4. Personal information shall be accurate and, where necessary, kept up-to-date
5. Personal information shall be retained only for as long as necessary
6. Personal information shall be processed in an appropriate manner to maintain security

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 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;
- 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.

MANAGEMENT OF THE SYSTEM

Management operational responsibility rests with the Town Clerk.

Breaches of this policy by operators will be investigated by the Town Clerk (or delegated officer) and be 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 and individual copies of this policy will therefore be issued for retention.

CONTROL AND OPERATION OF THE CAMERAS, MONITORS AND SYSTEMS

No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk or the Chairman of the Town Council. 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. Any visit by the Police to view images will be recorded.

Tapes/digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Recordings will be used in strict rotation and retained for a maximum of 3 months and used for a limited number of times before replacement to ensure quality images are captured.

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 would inform the 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 damage to equipment or malfunction discovered should be reported immediately to the Town Clerk.

ACCOUNTABILITY

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act.

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 should be made in writing to;

- Town Clerk
St. Anne's on the Sea Town Council, West Lodge, 5 St. Georges Road, St. Anne's FY8 2AE

Signs to be displayed and laminated in the following locations, when CCTV is being used in these areas:

St. Leonard's Road Bridge

Hope Street Park

Ashton Gardens

Hove Road

Blackpool Road North Playing Fields

Promenade

Ramsgate Road

Shepherd Road Allotments

Blundell Road Allotments

West Lodge, 5 St. Georges Road

**ST. ANNE'S ON THE SEA TOWN COUNCIL
 DOWNLOAD RECEIPT FORM – CCTV IMAGES
 LANCASHIRE POLICE/BRITISH TRANSPORT POLICE**

Date and Time of Recording	Place of Recording
Police Contact Details	Reason for Request
Date Request Received	Date Download Received by Police
Signed (Town Clerk)	Signed (on behalf of Lancashire Police/British Transport Police)