



## **CCTV POLICY – STAMFORD TOWN COUNCIL**

### **Introduction**

Stamford Town Council in conjunction with South Kesteven District Council, and working in partnership with Stamford Police and Lincolnshire Police Authority, operates a closed circuit television (CCTV) system in the Town Hall, Stamford Recreation Ground and Skate Park to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The scheme will assist in the prevention, investigation and detection of crime, the apprehension and prosecution of offenders, the maintenance of public order, and the reduction of vandalism.

### **General Principles**

Stamford Town Council, South Kesteven District Council and Lincolnshire Police, hereafter referred to as the Scheme Partners, support the individual's right to privacy, and the community at large should be satisfied that there is responsible and accountable supervision of CCTV schemes in public places.

The Parish Council Data Protection Officer has responsibility for all the operational aspects of the scheme that relate to internal cameras in the Town Hall and Skate Park, and Stamford Police has responsibility for all the operational aspects of the scheme that relate to the external cameras in Recreation Ground. The Stamford Police Data Protection Officer has responsibility for all aspects of the scheme that relate to the collection, processing and recording of personal video image data, as defined in section 1 (1) of the Data Protection Act 1998.

### **Statement of Purpose**

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using Council facilities so that they can enter and leave buildings and facilities without fear of intimidation by individuals and groups
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder
- To assist the Police, the Town Council and District Councils and other Law Enforcement agencies with identification, detection apprehension and prosecution of offenders by examining and using retrievable evidence.

### **Camera Positioning**

Maximum deterrent value will be achieved by having cameras clearly visible with signs at strategic locations within the area, advising of the presence of the cameras. There will also be signage in place on the main access routes into the area. Cameras will be prominently situated in fixed positions, within public view. No camera will be hidden or obscured.

### **Monitoring**

It is the responsibility of the Town Council Data Protection Officer to regularly check the accuracy of the time and date displayed.

Stamford Police will respond, where possible, to information provided which requires police action. The response will be at all time the responsibility of the local police commander, and should comply with the published Lincolnshire Police Policing Plan. The Scheme Partners cannot guarantee that all offences will be detected even when a CCTV picture of suspects(s) is available. Equally, the Scheme Partners cannot guarantee that where an offence has occurred that CCTV pictures of that offence will



be available. Consequently, the Scheme Partners are unable to accept liability for any loss, damage or injury that occurs within the areas that are monitored.

The CCTV system will not be used to obtain recorded evidence for minor offences unless accompanied by a more serious offence, or unless it is of a nature which causes public danger or nuisance. This does not preclude the use of the system in connection with the Town and District Councils' core business and statutory duties. The use of the CCTV system to obtain recorded evidence in relation to other non-serious offences will be guided by Police and other public interest considerations.

Except where used for training or demonstration there shall be no public viewing of the monitors. Except for wide angle or long distance shots, views into residential premises, and other "private" areas will be excluded from the field of vision, unless a serious crime is being committed or there is reason to believe that a serious crime is being committed. Individuals who have concerns over any potential intrusion of their privacy may request a review of camera operations by writing to the Town Council in the first instance.

### **Recorded Material**

Recorded digital material will be retained for 28 days, then the material will be deleted. All captions inserted onto camera images, such as camera location, time and date will be kept accurate.

There will be no public access to recorded material, unless granted in exceptional circumstances by Stamford Police and Town Council Data Protection Officer. Any such authorised access will be strictly controlled and supervised at all times, according to the Data Protection principles.

An individual member of the public of the public may apply to view a recording made of their own image by writing to the Town Council Data Protection Officer. Information will be provided outlining the information that the individual will need to provide to enable the images to be located and identified, and an Access Request Form (Appendix One) should be completed. A fee will be charged to cover costs for searching and copying discs, which must be paid prior to viewing.

Viewing of the copied recordings will take place in a separate and restricted room to ensure confidentiality. Only the individual requesting access and a designated member of staff will be present. If the applicant is under the age of 18, then a parent or guardian may also be present.

In criminal cases, access to recorded material must adhere fully to the Police and Criminal Evidence Act 1984 and associated Codes of Practice.

Recorded material will on occasions be used for training or demonstration purposes, subject to the limitation set out under "Monitoring" above.

Where the recorded material relates to a criminal offence, and publication via the media including television is desirable to identify witnesses or suspects, this will require the authority of the Assistant Police Commissioner as per the Association of Chief Police Officers Media Policy. **It is essential that digital recordings do not pass into public circulation.**

There will be no release of CCTV material or prints to the media, where in the opinion of Stamford Police and Stamford Town Council, considerations of commercial gain or entertainment appear to outweigh those of public service.



The Copyright of all recorded digital material originated from this Scheme, remains the property of Stamford Police and Stamford Town Council. Those requiring official access to the recorded material, such as the police, should complete an Access Request Form. (Appendix Two)

Only the Data Processing Officer is authorised to sign off access requests on behalf of the Town Council. A record of all access requests shall be kept by the Town Council.

**Evaluation**

Stamford Police will keep a record of all arrests and notable incidents that have been assisted by use of the CCTV cameras within the Scheme, together with a list of the number and type of complaints attributed to it.

Any complaints regarding to the operation of the cameras within the Scheme should be forwarded in writing to Stamford Police.

<b>Appendix One – Member of the Public Access Request Form – CCTV Images</b>	
Reference:	Date of Request:
Name of applicant	Address of applicant
D.O.B. (if under 18)	Reason for Request
Time of Recording:	
Description of Applicant for identification purposes (A photo may be necessary)	
Crime Number (if applicable)	
Signature of applicant (or parent or guardian if under 18):	
Authorised by	Fee paid

<b>Appendix Two – Official Access Request Form – CCTV Images</b>	
Reference:	Date of Request:
Name and position of applicant:	Address of Applicant:
Reason for Request	
Crime No. (if applicable)	
Copies requested: (if disc produced it should be clearly marked with Reference number)	
Signature of applicant	Authorised by
Please complete: I hereby confirm that I have copied onto disc and removed from the premises CCTV image data relating to the above time period. Signed.....Date.....	