



## **Policy**

### **CCTV Operation**

#### References:

- A. Surveillance Camera Code of Practice 2013
- B. General Data Protection Regulations 2018
- C. Information Commissioners Office guidelines for CCTV

### **1. Introduction**

This policy has been created to set out the purpose, operation and responsibilities of Closed Circuit Television (CCTV) surveillance undertaken by Lyme Regis Town Council (LRTC) and is based on the twelve guiding principles of the Surveillance Camera Code of Practice 2013 and in line with GDPR legislation. LRTC takes its CCTV and GDPR responsibilities seriously and this policy sets out the rules for the operation of CCTV by this council. Two independent CCTV consultants were consulted during the project in 2018 to confirm feasibility, operational requirement and privacy impact assessments.

### **2. Background**

LRTC installed a CCTV system in 2012 which covered the market area, performance area, in front of the two shops either side of the Jubilee Pavilion and the walkway above and behind the Jubilee Pavilion. In addition a camera was sited above the front door of the council office due to damage caused to the Grade II\* listed Guildhall by passing traffic. The council registered with the Information Commissioners Office in 2012.

### **3. Twelve Guiding Principles (Reference A)**

- a. Specified Purpose. Legitimate Aim. Pressing Need.

*LRTC commissioned a new operational requirement document in 2018 through an independent specialist consultant. The purpose of the system is threefold. Prevention and deterrence of anti-social behaviour. Prevention and deterrence of nuisance incidents. Reassurance for members of the community and visitors. Prevention of Crime.*

- b. Individuals Privacy. Regular Reviews.

*LRTC commissioned a privacy impact assessment in 2018 through an independent specialist consultant. The CCTV system has a privacy screening facility which obscures images of private property in the field of view of the cameras. The CCTV policy will be reviewed every two years.*

c. Transparency. Contact Points. Access to Information.

*LRTC displays relevant legally compliant signage in all the areas CCTV is in use, which details how to contact LRTC.*

d. Clear Roles and Responsibilities. Good Governance arrangements.

*Only two LRTC officers are authorised to review camera footage. The Town Clerk and the Operations Manager. The Town Clerk, as Duty Holder, is responsible for the CCTV system and for day-to-day operations the Operations Manager regularly reviews footage as necessary.*

e. Must have Rules and Policy. Communicated to all users.

*LRTC has written this policy to detail compliance with these twelve principles.*

f. Policy in place on information. Information deleted when not needed.

*LRTC has a Data Protection policy in place, complies with GDPR and is registered with the Information Commissioners Office. Camera footage is automatically overwritten every 30 days. All footage downloaded or stored is deleted when no longer needed. Footage will be released on request to the Police. Footage will only be released to private individuals if the footage requested shows no other person.*

g. Restricted Access. Clearly defined rules. Specified purpose or law enforcement.

*Within LRTC only the Town Clerk and the Operations Manager have access to the footage. Dorset Police monitor the footage from time to time in the Dorset Police CCTV control room, in Dorchester, in accordance with LRTC's agreement to join the Dorset Councils' Community CCTV scheme in March 2019. At the time of writing Dorset Police periodically monitor Dorchester, Weymouth and Bridport Councils' CCTV cameras as part of this scheme.*

h. Consider approved standards. Maintain standards.

*LRTC are committed to meet the standards set out in these guidelines and GDPR. This policy is regularly reviewed. LRTC do not actively monitor the live footage and therefore do not require a licence from the Security Industry Authority (SIA) for Public Space Surveillance.*

i. Safeguards. Secure against unauthorised access.

*Access points in various locations for the footage are physically and electronically secure. Only the Town Clerk and the Operations Manager are authorised to review footage.*

j. Effective review and Audit mechanism. Ensure legal compliance. Regular reports.

*This policy and the requirement for CCTV is reviewed every two years.*

k. Evidential value. Legitimate Aim.

*Footage requested by the Police will be released.*

l. Supporting information. Accurate. Relevant

*Two independent consultants delivered a risk assessment, operational requirement and privacy impact assessment for the CCTV system in 2018. These are reviewed every two years in line with this policy.*

#### **4. Review**

This policy and associated documents will be reviewed every two years. The next review is due in March 2021.

**Implementation Date: 20 March 2019**

**Review Date: March 2021**



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