

# UCKFIELD TOWN COUNCIL



## CCTV POLICY

Policy Number 2		
Issue No.	Date completed	Details of amendments
1		Agreed (internally) in 2003
2	02.03.15	GP.62.03.15 - Review and update
3	05.05.26	GP Committee - Review and update
4	18.05.26	Ratification by Full Council

## 1.0 Background

1.1 Closed Circuit Television (CCTV) is installed on two of the Town Council's buildings - the Civic Centre and Victoria Pavilion. These are static cameras.

1.2 These cameras are for the main purposes of preventing, detecting and reducing crime and anti-social behaviour. This is in the public interest in order to provide safety to our visitors, staff, members and contractors.

1.3 Some examples of how we use the CCTV footage from these cameras, are:

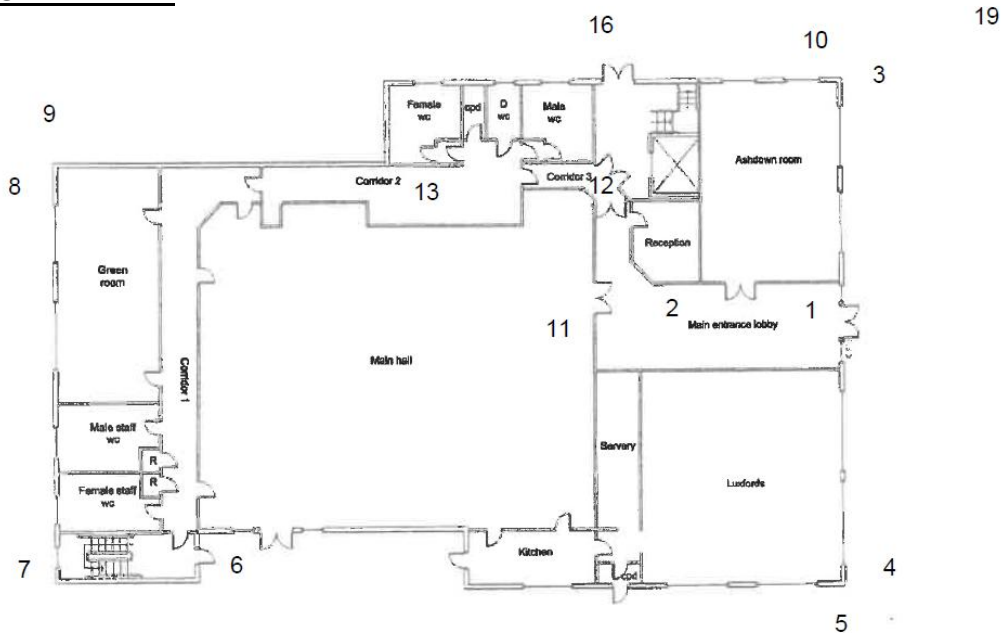
- to help identify, apprehend and prosecute offenders
- to provide Sussex Police with evidence to enable criminal and/or civil proceedings to be brought in the courts;
- and to maintain public order to provide evidence in criminal proceedings (police and criminal evidence act 1984 and criminal procedure and investigation act 1996)
- providing evidence in civil proceedings
- the prevention and reduction of crime and disorder
- the investigation and detection of crime
- identification of witnesses
- maintaining public order

1.4 In all locations, signs are displayed notifying you that CCTV is in operation, the reason for the CCTV along with details of who to contact for further information about the scheme.

## 2.0 Civic Centre

2.1 There are nineteen cameras installed at the Civic Centre. Ten cameras monitor the exterior of the building and seven monitor areas inside.

### Ground Floor





- 4.3 Should any incidents occur and be recorded by the CCTV system, it is essential that they are downloaded from the hard drive within 30 days of occurring, otherwise the data and information will be lost.

## **5.0 The basis for processing the data**

- 5.1 The lawful bases for processing the data captured by the CCTV system on the Town Council buildings of the Civic Centre and Victoria Pavilion, are set out in Articles 6 and 9 of GDPR:

### **Personal Data**

- **Vital interests** - 6(1)(d): Processing is necessary to protect the vital interests of a data subject or another person
- **Performance of a task** - 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- **legitimate interests** - 6(1)(f): Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

### **Special Category Data**

- **Vital interests** - 9(2)(c): Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent.

Data is collected and processed in line with all applicable laws concerning the protection of personal data, including but not limited to, the General Data Protection Regulation (GDPR) and Data Protection Act 2018 as well as the following legislation relating to crime and disorder or information governance:

- Data Protection Act 2018
- Protection of Freedoms Act 2012
- The Terrorism Act 2000
- Serious Crime Act 2015
- Environmental Protection Act 1990
- Human Rights Act 1998 (HRA)
- Freedom of Information Act 2000 (FOIA)
- Investigatory Powers Act 2016/RIPA
- Home Office Surveillance Camera Code of Practice.

## **6.0 Who your information will be shared with**

- A small number of authorised members of Uckfield Town Council staff
- Agencies such as Sussex Police for the prevention and detection of crime
- In emergency situations, information may be shared with other agencies such as the emergency services and other relevant agencies as required

Uckfield Town Council would never sell this footage however it will be shared with third parties to:

- comply with legal obligations and legislative requirements
- to help prevent fraud and/or tackle crime
- to advise agencies where there are safeguarding concerns.

## **7.0 Internal procedure for processing the data**

7.1 (i) Any incidents revealed (by a customer, colleague or Police Officer) should be brought to the attention of the Head Caretaker responsible for the service/premises in question. If the Head Caretaker is not available, another authorised member of staff should be notified. The member of the caretaking team should be provided with an approximate date and time that the incident occurred (if known).

(ii)The Head Caretaker has authority and access rights to search the system to locate the incident. This may involve making a copy of the storage media or a screen print, which may be used as evidence in any subsequent civil/criminal court proceedings or in the course of other regulatory proceedings or disciplinary hearings.

(iii)In cases of suspected criminal activity the storage media will normally be passed to Sussex Police for investigation and possible prosecution.

(iv)Disclosure may also be made to other law enforcement agencies and other public bodies with regulatory functions.

(v)The police and other law enforcement agencies may, on showing good cause, request copies of storage media or access to monitoring screens. In general such requests will be complied with.

7.2 Only footage relevant to the incident (exact period in which the incident occurred) can then be downloaded from the system to a secure drive.

**It should be noted that** the incident must be downloaded within 30 days of occurring otherwise the images and data will be lost.

7.3 Using the main CCTV software press the record button when playing the footage and this save to the CCTV footage folder of the Facilities & Compliance Manager, as a Media Player File. The footage captured must be labelled with the date and time of the event but no other details.

7.4 This download must be retained by the Town Council as its own record of data shared with Sussex Police or to solicitors as necessary. Footage should only be released where a formal request has been made in writing.

7.5 Authority is to be given by a senior member of Town Council staff, before the footage is shared with the emergency service or public authority. This would include the Town Clerk, Assistant Town Clerk, Facilities & Compliance Manager or Head Caretaker).

- 7.6 Details of where the clips have been sent or to whom they were given must be recorded in the CCTV incident log with the time and date of when the clip was handed over. A covering email should be sent to the requesting company and should be retained along with a copy of their request. A review should be undertaken at 12 months to consider whether the data capture is required to continue being stored securely any longer or if the case has concluded.

## **8.0 Conclusion**

- 8.1 Members of the public have the right to access the personal information Uckfield Town Council holds about them. These access requests are free of charge.
- 8.2 If the information held is inaccurate, they have a right to have this corrected and a right to request completion of incomplete data. They also have the right to ask the Town Council to erase their personal data in certain circumstances ('right to be forgotten').

If a member of the public has an enquiry of this nature, please direct it to, the Town Clerk:

- Email: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)
- Phone: 01825 762774
- Letter to:
  - Town Clerk
  - Uckfield Town Council
  - Civic Centre
  - Uckfield
  - TN22 1AE

### **Associated documentation:**

Privacy Notice: CCTV Operations – Uckfield Town Council website  
Legitimate Interest Assessment