



# CCTV Policy

Bletchley and Fenny Stratford Town Council is registered with the ICO

Registration Number: ZA088495  
Data Controller: Bletchley and Fenny Stratford Town Council

Version No: V1	Date adopted: 5 November 2019	Review due: 1 November 2020
Version No: V2	Date adopted: 3 March 2020	Review due: 1 March 2021

## **1 Introduction**

Closed circuit television (CCTV) is installed at some Council owned premises for the safety and security of visitors, staff, assets and premises. Cameras are located at various places on premises and their presence is clearly indicated by signs. From time to time the council may deploy temporary CCTV systems to gather data on issues identified in specific locations. Images from the cameras are recorded. There is no facility for automatic number plate recognition and no sound is recorded. Every effort is made to ensure that the cameras are as effective as possible, but no guarantee can be given that every incident taking place within the area covered will be detected.

The use of CCTV falls within the scope of several pieces of legislation including the Freedom of Information Act 2000, General Data Protection Regulation and the Data Protection Act 2018. The Town Council's use of cameras is also informed by the data codes of practice for surveillance cameras and personal information published by the Information Commissioner's Office and the Surveillance Camera Commissioner.

- i Bletchley and Fenny Stratford Town Council's CCTV systems will be used for the following purposes:
  - To help prevent, deter and detect vandalism, crime and disorder
  - To discourage anti-social behaviour
  - To assist the Police, Town Council and Milton Keynes Council and any other relevant law enforcement agencies with detection and identification of offenders

## **2 Data Protection Statement**

- i Bletchley and Fenny Stratford Town Council is the Data Controller under the Data Protection Act 2018 Act.
- ii CCTV is installed for the purpose of visitor, staff, asset, and premises safety and security.
- iii Access to stored images will be controlled on a restricted basis within the Council and limited to authorised persons.
- iv Use of images, including the provision of images to a third party, will be in accordance with the requirements of the Town Council's Data Protection registration.
- v CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
- vi External and internal signage are displayed on the premises advising that CCTV is in operation.

### **3 Retention of Images**

Images from cameras are recorded to a secure hard drive and recordings are accessible for up to thirty days. Recordings which are not required for the stated purposes will not be retained for longer than is necessary.

### **4 Access to Images**

Access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Therefore

- i Images will only be viewed if an incident is reported which falls into one or more of the categories listed at section 1.i of this policy
- ii Access to recorded images is restricted to nominated Town Council employees who are authorised to share images with police officers and relevant authorities
- iii Images will not be supplied to the media except on the advice of the police if deemed to be in the public interest following consultation with the Chair and Vice-chair of the Council and the Town Council's insurers
- iv CCTV images will not be supplied to any third party other than those specified at 4.ii and 4.iii.

### **5 Data Subject Requests**

CCTV images, if they show a recognisable person, are personal data and are covered by the Data Protection Act 2018. Anyone who believes they have been filmed by CCTV is entitled to ask for a copy of the recorded data, subject to the exemptions contained in the Act. There is no right of instant access.

Requests for access to images should be made using the 'Application to access CCTV images' form (which is at **Appendix 1**) and is available from our website, so that the required information is supplied. This includes

- A request in writing specifying the date, location and time the image was believed to be recorded
- A full description of the subject including clothing worn at the time of the recording
- Proof of the identity of the subject requesting access

Subject data requests will be acknowledged within 7 days and the Council will respond with a decision within 30 days of the request for access to CCTV data.

The Data Protection Act permits refusal of a request for a copy of the data particularly where provision could prejudice an ongoing criminal investigation. If it is decided that the request is to be

refused the reasons for this decision will be fully documented and the subject will be informed in writing.

All enquiries should be addressed to:

The Town Clerk  
Bletchley and Fenny Stratford Town Council  
Bletchley Library  
Westfield Road  
Bletchley  
MK2 2RA

Telephone: 01908 649469  
Email: [clerk@bletchleyfennystratford-tc.gov.uk](mailto:clerk@bletchleyfennystratford-tc.gov.uk)

**Appendix 1**

<b>Subject Access Request – CCTV Images</b>			
<b>Date of recording:</b>			
<b>Time of Recording:</b>			
<b>Location of Recording:</b>			
<b>Full name and address of subject :</b>			
<b>Telephone No:</b>		<b>Email address:</b>	
<b>Full description of subject's clothing at time of recording, visual appearance etc</b>	(A recent photograph may be necessary to assist with identification)		
<b>Reason for requesting access to CCTV images</b>			
<b>Signature of subject</b> (if under 18 years of age signature of parent or guardian)	.....		
(You will be required to provide evidence of your identity eg driving licence, passport etc. If you are applying on behalf of a person under 18 years of age you			

	<i>will also be required to provide evidence that you are the parental guardian of the subject.)</i>
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