

Burford Town Council

CCTV CODE OF PRACTICE

1. INTRODUCTION

- i. The Burford Town Council is the owner of a public closed circuit television system (CCTV) currently installed on the High Street of Burford, Oxfordshire. This Code is approved by the Burford Town Council.
- ii. For the purpose of this Code of Practice this system is known as the Burford CCTV system.
- iii. Cameras are located in two locations: 59 High Street and 130 High Street, each with four fixed cameras. They view only the High Street pavements and road and the High Street frontages.
- iv. This Code of Practice reflects the spirit and guidance issued by the Information Commissioner's Office as documented in the CCTV Code of Practice (revised edition 2015) and the Surveillance Camera Code of Practice (June 2013) issued by the Home Office

2. OBJECTIVES FOR THE USE OF BURFORD CCTV SYSTEM

- a. The objectives for the use of the various CCTV systems are to:
 - i. Assist in providing a safe and secure environment for the benefit of those who might visit, work or live in Burford.
 - ii. Reduce crime and the fear of crime by reassuring residents and visitors
 - iii. Deter and detect crime, public disorder and anti-social behaviour.
 - iv. Identify, apprehend and prosecute offenders in relation to crime, public disorder and anti-social behaviour.
 - v. Provide the Police and Burford Town Council with evidence upon which to take criminal, civil and disciplinary action respectively.
 - vi. Monitor and assist with traffic management.
 - vii. Obtain evidence for use in the investigation of criminal actions of people and vehicles including HGVs.

3. PROCEDURAL AND ADMINISTRATIVE ISSUES

- i. The Mayor of Burford retains overall responsibility for the system and is the Data Controller.
- ii. It is the Data Controller's responsibility to ensure that Burford CCTV system is managed in line with this Code of Practice.
- iii. All images produced by the system remain the property and copyright of the Burford Town Council.

4. SECURITY CONTROL OF IMAGES

The images are stored in a locked cupboard in Burford Town Council offices at 128 High Street, Burford on a password protected server.

5. DATA PROTECTION

- i. The Burford CCTV system is not be used to invade the privacy of any individual, residence, business or other private premises, buildings or land.
- ii. The Burford Town Council is committed to complying with the requirements of the Data Protection Act 1998 and The Information Commissioner's Office has been registered the CCTV data base and the purposes for which the system is used.
- iii. The CCTV images are over recorded after 14 days however any relevant images can be 'locked' on the hard drive for future reference. Locked images will be reviewed on a 6 monthly basis and any not still required for evidential purposes are to be deleted.
- iv. Viewing of live images on monitors is restricted to the Police and any or any other Authorised Person who has been authorised in writing by the Data Controller and who must be informed to follow this Code of Practice.
- v. The Data Controller, Authorised Persons and the Police are the only people with knowledge of the password, which will be changed on a regular basis.

6. DISCLOSURE

Individuals whose information is recorded have the right to be provided with the information, or if they consent to it, to view the information. The information must be provided within 40 days of receiving the request. If it not provided within the deletion period of the data the requested information is to be locked and stored on the server. The charge for providing the requested information is £10 in cash or cheque. Should the information requested be for a substantial period of time and disproportionate effort then appropriate costs will be decided by the Data Controller whose decision will be final.

Any request must be:

- i. In writing to the Data Controller and received within 7 days before deletion and must include the date, time and location where footage is recorded as well as the charge.
- ii. The Data Controller or Authorised Person must establish that the person requesting information (the Requestor) has a just cause for the Council disclosing the information and provides information that allows identification of recorded person or property. The Requestor is to be provided with a copy or online source of this Code.

- iii. Viewing the footage is to be done only within the Council Office opening hours by the Requestor alone in the presence of the Data Controller or an Authorised Person
- iv. The requested information is provided on a USB memory stick and the requestor must sign a document that states:
 - a. the information must not be provided to the media or internet unless with written permission from the Police
 - b. The information is used only for legal or insurance purposes
- v. A log is to be maintained by Burford Town Council of all information requests itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure.
- vi. No documentation from the Police will be required. They agree to abide by this Code.
- vii. The Data Controller uniquely can agree for CCTV images to be released to the media

7. FREEDOM OF INFORMATION

As a public body the Burford Town Council may receive requests under the Freedom of Information Act 2000. All such requests are to be dealt with by the Data Controller.

The response should be made within 20 working days from receipt of the request.

8. COMPLAINTS

Complaints received in relation to the use of the CCTV system should be made in writing to the Data Controller who will investigate the allegation or complaint.

9. CHANGES TO THE CODE

Any changes to this Code will only take place after approval by the Burford Town Council.

The Code and the need for the Burford CCTV System is reviewed annually by the Burford Town Council.