Upton upon Severn Town Council

**CCTV Policy**

This policy has been drawn up with reference to the following:

* The Surveillance Code of Practice
* General Data Protection Regulations 2018
* The Protection of Freedoms Act 2012

**Location of surveillance camera system**

New Street Play Area, Backfields Lane, Upton upon Severn, WR8 0JJ

**Date of document**

19th June 2019

**Approval**

Upton upon Severn Town Council

**Review Date**

Annually, at the Annual Meeting of the Town Council

1. **Purpose of the surveillance camera system**

Upton upon Severn Town Council installed a new play area in autumn 2018. The area has suffered persistent attacks of vandalism including multiple fires, in litter bins and the Under 12s enclosure, graffiti, litter and anti-social behaviour.

The surveillance aims to:

* 1. Act as a deterrent to prevent further episodes of vandalism and anti-social behaviour;
	2. To assist police in identifying perpetrators if future episodes of vandalism and anti-social behaviour take place;
	3. To assist police in other matters, such as missing persons investigations;
	4. To provide reassurance to the general public;
	5. To ensure that the Town Council does not have to rely on anecdotal information when anti-social behaviour is reported, so any information passed onto the police is meaningful;
	6. To minimise the impact of vandalism: often incidents of vandalism happen a few days in a row. The surveillance system enables the council to request police visits before further incidents happen;
	7. Safeguarding: incidents of inappropriate behaviour towards children will be reported to police and acted upon immediately. The cameras provide evidence of any incidents.
1. **Surveillance System**
2. The surveillance system comprising pole, cameras and recording equipment is owned and maintained by Upton upon Severn Town Council;
3. The surveillance system monitors the New Street Play Area, Backfields Lane, Upton upon Severn, WR 0JJ;
4. Upton upon Severn Town Council is registered as a Data Controller with the Information Commissioner’s Office, reference Z8417885;
5. All images will be subject to the General Data Protection Regulations 2018;
6. **Details of operation of the system**
7. As required by legislation, the recording equipment captures 28 days of images after which the new images overwrite the older ones.
8. Images are captured 24 hours a day, 365 days of the year, with infrared capabilities at night.
9. Images are of sufficient resolution to be able to identify faces at any distance within the boundaries of the play area, including images captured after dark.
10. Ownership of images captured by the surveillance system remains with Upton upon Severn Town Council.
11. Signage indicates the presence of the surveillance system.
12. The surveillance system does not record or monitor sound.
13. The surveillance system does not use facial recognition technology.
14. Cameras will have no sight into private residences; windows in residential houses visible to any camera will be obscured with privacy blocking.
15. Data stored on the recording equipment will be access via a password, ensuring no unauthorised access.
16. The surveillance system is checked regularly to ensure it is operating correctly and that all cameras are working.
17. No dummy cameras are used in the surveillance system;
18. No part of the surveillance system is installed in a covert manner.
19. **Access to image data**

Access to image data is restricted to Authorised Persons. These are:

1. The Town Clerk
2. The Deputy Clerk
3. Two councillors, whose nomination is agreed at the Annual Meeting of the Town Council annually, or any other meeting of the Full Council as appropriate.

Authorised users will have regard to the document *New Street Play Area Surveillance System: Authorised Users Protocol* and will sign their agreement to its conditions.

The following will also have access as appropriate:

1. Technical persons brought in to assist in the management, upgrading, repair of the system or to provide training, under the supervision of an Authorised Person/s.
2. Police and other agencies noted below.

Images may be shared with the following organisations /individuals:

* Law enforcement agencies
* Prosecution agencies
* Legal representatives
* Members of the Senior Management Teams of local schools
* Malvern Hills District Council, relating to images overlooking their property
* The media, if it is the opinion of the police that the public’s assistance is required to assist in identifying persons involved in incidents at the park.
	+ People whose images have been recorded and retained, unless disclosure would prejudice any criminal enquiries or criminal proceedings

If images are to be shared with the media, subject to the restrictions above, this must be agreed by resolution. An exception to this is in the event of an urgent appeal for information led by the police. In this case, email may be used to ensure councillors agreement to the use of images.

Images will not be supplied for low-level motoring incidents within its sightline or to enforce minor infringements of traffic laws.

1. **Contact**

Queries regarding the surveillance system or the images recorded should, in the first instance, be made to the Town Clerk:

Upton upon Severn Town Council

Address: Memorial Hall, Old Street, Upton upon Severn, WR8 0HA.

Tel: 01684 592273

Website: [www.uptonuponsevern-tc.org.uk](http://www.uptonuponsevern-tc.org.uk)

1. **Information Commissioner**

The Office of the Information Commissioner regulates and enforces the General Data Protection Regulations 2018, and can be contacted at:

Information Commissioner's Office
Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)