

CCTV Policy

Introduction

Bungay Town Centre has installed and maintains a Town Centre CCTV to assist with the following purposes and to help provide a safe and secure environment for the residents of the Town:

- Crime prevention and detection
- Public Safety
- Traffic Management

The Town Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that it is used responsibly and safeguards both trust and confidence in its continued use. The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy.

The Town Council will have due regard to the Data Protection Act 1998, the General Data Protection Regulation (GDPR).

The Town Clerk is responsible for the overall management and operation of the CCTV system.

Equipment

Cameras are sited to cover public areas within the Town centre and the Staithe area i.e. open spaces, pavements and roadways.

The CCTV system is operational 24 hours a day, but images are not viewed unless specifically requested.

All images recorded by the CCTV equipment remain the property and copyright of Bungay Town Council.

Cameras have been sited so that they only capture images relevant to the purposes for which they are installed, and care taken to ensure that reasonable privacy expectations are not violated.

The Town Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that it is used responsibly and safeguards both trust and confidence in its continued use.

A Data Protection Impact Assessment on the surveillance Camera System within the Town Centre has been completed.

Recorded Images

The CCTV system is owned and operated by Bungay Town Council.

The CCTV monitor is in the Town Council Offices, 1a Broad Street, Bungay. NR251EE.

Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 30 days from the date of recording. Images will be automatically overwritten after this point.

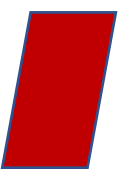
Signed _____

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Date _____



BUNGAY TOWN COUNCIL

Governance & Policies Sub Committee



Access to Images

The Town Clerk & Assistant Clerk are the authorised operators of the system and are the only staff that can access the images and who are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Except for law enforcement bodies (i.e. Police) images will not be provided to third parties and any requests for images must be made in writing to the Clerk.

Signed _____

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Date _____