



# NORTH WALSHAM TOWN COUNCIL

## CCTV Policy

**Adopted by the Council at its meetings held on 15.12.20**

Council Name: North Walsham Town Council  
Council Address: Cedar House, Office 4, New Road, North Walsham NR28 9DE  
Email Address: townclerk@nwtc.org.uk  
Telephone numbers: 01692 404114

North Walsham Town Council uses an unmonitored CCTV system for the reduction, investigation and detection of crime, to provide public safety, a safe and secure environment and to prevent the loss or damage to property.

CCTV cameras are installed at

- Market Street
- Church Street
- Market Street/Cromer and Aylsham Roads
- King's Arms Street x 2
- Market Place
- Vicarage Street
- Precinct – St Nicholas Court/Churchyard
- Memorial Park x 2
- Skate Park, Trackside
- Council Offices, Internal Corridor
- Council Offices, External camera – front of building
- Council Offices, External camera – rear of building
- Bank Loke
- Cedar House

The system is owned and operated by the Town Council. The system is used by the Police, Town Clerk, DPO and Anglia Technology. Access to the CCTV system is requested via the Town Clerk.

The CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The Town Council complies with the Information Commissioner's CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence. The Code of Practice is on the Information Commissioner's Office website.

The GDPR of Anglia Technology has a standard Privacy Policy, and is the Policy referred by North Walsham Town Council. Anglia Technology is the maintenance and service provider.

North Walsham Town Council is the Data Controller under the CCTV Policy for North Walsham Town Council – Members and Staff. Under the GDPR Anglia Technology is the processor.

The Town Clerk is the Data Protection Officer and is responsible for the Council's Data Protection procedure. Public interest in the operation of CCTV will be recognised by ensuring the security and integrity of operational procedures, this balances the objectives of CCTV usage with the need to safeguard the individual's rights.

## **Covert Monitoring**

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In exceptional circumstances North Walsham Town Council may allow covert monitoring regarding illegal activities in the Town and at which time advice and guidance will be taken from the Police or Home Office. The Regulation of Investigatory Powers Act 2000 sets out the conditions under which investigations and covert surveillance can be lawfully conducted. Covert monitoring must cease after the investigation.

## **Signage**

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In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area which are Data Protection Act compliant. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Images are recorded 24 hours per day, and HD quality cameras with night vision functionality are used.

## **Storage and Retention of CCTV images**

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Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely. The recording facility destroys images on a 30 day rotation.

## **Subject Access Requests**

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Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made using the forms which can be supplied, and each application will be supplied on its merits. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. The response time will be without undue delay and within one month of receipt. The Town Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

## **Access to CCTV images**

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Access to recorded CCTV images will only be made for a specified purpose, at an identified time and in pursuit of a legitimate aim. Access to footage is strictly controlled by the Town Clerk, DPO, the Police and other designated bodies on a 'need to know' basis and Anglia Technology for maintenance purposes. Under no circumstances will it be made widely available. All access to recorded data will be logged, stating - name, date, reason for access and evidence downloaded

## **Access to and Disclosure of images to Third Parties**

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There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police or service providers who would need access to the data.

## Complaints

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Any complaints should be made to the Town Clerk at the details mentioned above.