



## **Elstree and Borehamwood Town Council**

### **Elstree and Borehamwood Town Council CCTV Policy**

Elstree and Borehamwood Town Council operates a CCTV surveillance system (“the system”) throughout Fairway Hall car park, surrounding the Council premises at Brook Close and in the lobby of the Council Offices with Images being monitored and recorded centrally.

The system is owned and managed by Elstree and Borehamwood Town Council and operated by the Town Clerk in conjunction with IT support. The responsible manager is Elstree and Borehamwood Town Clerk.

Compliance Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council’s other policies.

The Town Council is the registered data controllers under the terms of the Act. The Data Protection Officer for the Town Council is the Town Clerk who is responsible for ensuring compliance with the Act. This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner’s CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

Elstree and Borehamwood Town Council’s registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes.

This is further defined as: CCTV is used the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime.

It is not used to routinely monitor staff or councillors but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Town Clerk.

The information processed may include visual images, personal appearance and behaviours. It does not include sound. This information may be about visitors, customers, contractors, staff or councillors.

Information may only be shared with the Police or other law enforcement agencies if requested with good cause.

The operators of the system recognise the effect of such systems on the individual and the right to privacy. Elstree and Borehamwood Town Council's is registered for CCTV under the data protection registration with the Information Commissioner's Office number Z8485983.

The system is intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Cameras are located at strategic points around the outside of Fairway Hall and Council Offices and inside the lobby area of the Offices, principally covering entrance and exit points of buildings.

It also covers the outside side passage of Fairway Hall. Signage is prominently placed at strategic locations to inform Hall users that a CCTV installation is in use and includes contact details for further information.

Operation Images captured by the system are recorded continuously and may be checked by authorised staff. Images displayed on monitors are not visible to visitors. Only the Town Clerk may take recordings of CCTV images and recordings.

Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the system.

Images and information shall be stored for no longer than 6 months, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy (i.e. the Town Clerk, Deputy Clerk, Entertainments Officer, Council Warden, Groundsman, Fairway Hall Supervisor and Caretaker). Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act.

Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act (“Subject access request”). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused.

Procedures are in place to ensure all such access requests are dealt with effectively and within the law.

Access requests should be sent by letter to: Elstree and Borehamwood Town Council, Brook Close, Borehamwood, Herts, WD6 5BT.

**Authority:** General Management Committee

**Policy Reviewed Meeting:** October 2023

**Review Body:** General Management Committee

**Review Period:** every 4 years

**Next Review:** May 2027