

PRESCOT TOWN COUNCIL



CCTV Policy - Prescott Town Hall

May 2018

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Ownership

Prescot Town Council operates a CCTV surveillance system (“the system”) throughout Prescot Town Hall, 1 Warrington Road, Prescot, L34 5QX with images being monitored and recorded centrally. The system is owned and managed by Prescot Town Council and operated by town council staff under the management of the 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 General Privacy Notice.

The Town Council is the registered data controllers under the terms of 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.

Purpose

Prescot Town Council’s registered purpose for processing personal data through use of the CCTV system is for crime prevention and public safety.

This is further defined as:

CCTV is used for the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime. 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.

Prescot Town Council is registered for CCTV under the data protection registration with the Information Commissioner’s Office number Z1837510.

Description

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 throughout the Town Hall, principally covering entrance and exit points of building, Multi-Function room, ground floor kitchen and bar area. It also covers the car park area at the rear of the Town Hall.

Signage is prominently placed at strategic locations to inform Town 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. Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the system.

Information retention

No more images and information shall be stored for more than 7 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

Access

Access to images is restricted to those who need to have access in accordance with this policy.

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.

The Town Council has a subject access requests policy and any requests should be sent in writing to:

Prescot Town Council
Prescot Town Hall
1 Warrington Road
Prescot
Merseyside
L34 5QX

or by e-mail to enquiries@prescot-tc.gov.uk

or verbally by telephone on 0151 426 3933

Feedback

Members of the public should address any concerns or complaints over use of Prescot Town Council's CCTV system using the contact details as stated above.