



## **MIDSOMER NORTON TOWN COUNCIL**

### **CCTV Policy**

Approved Date and Meeting: Full Council – 7<sup>th</sup> October 2024

Review Date: October 2025

Midsomer Norton Town Council – CCTV Policy  
Adopted: Full Council – 7<sup>th</sup> October 2024, Item Number 11

## **Introduction**

This policy sets out how the council manages its CCTV.

1.1 Midsomer Norton Town Council may from time to time operate CCTV surveillance systems within the town, to be located at various Midsomer Norton Town Council properties or sites.

1.2 The systems will be owned and managed by Midsomer Norton Town Council and the responsible officer for CCTV is the Town Clerk. The exception to this will be the mobile camera which is shared between Midsomer Norton Town Council, Radstock Town Council and Westfield Town Council.

The mobile camera may from time to time be situated outside of Midsomer Norton, during which time Midsomer Norton Town Council will not have access to the system.

1.3 This policy is prepared in accordance with the Home Office Surveillance Camera Code of Practice in force in March 2024. The policy will be reviewed following the issuing of any replacement code, and any substantial changes in the systems operated by the council.

1.4 Signage will be displayed at the entrance to sites where the council operates CCTV. Such signage will make it clear that a CCTV system is in operation and provide information on how to contact the council in respect of CCTV queries.

1.5 The council is registered with the Information Commissioner's Office under reference ZB585096.

## **Purpose**

2.1 The purpose of the systems operated by Midsomer Norton Town Council are to further public safety, the prevention of crime and the resolution of disputes.

2.2 To meet this purpose, cameras will only be sited so that their primary view is of public areas.

2.3 The systems are not used to routinely monitor staff, but footage may be reviewed where an issue of potential contravention of safe working practices or compliance with policy is brought to the attention of the Town Clerk/line managers.

2.4 The system will not be used to monitor individuals undertaking day-to-day activities in areas under surveillance.

2.5 The use of CCTV will be reviewed at least annually to ensure it remains necessary to meet the stated purpose and that the stated purpose remains relevant.

## **Privacy**

3.1 Images which include identifiable individuals constitutes personal data in accordance with the Data Protection Act 2018. The council will undertake a Data Protection Impact Assessment (DIPA) prior to the deployment of, or before any changes to, the operation of a system.

3.2 Recordings will be automatically retained on the system and may be exported and saved as evidence for an investigation compliant with the stated purpose of the system. Such recordings shall be detailed in the access log, stored securely, and deleted on conclusion of the relevant process.

## **Access, Disclosure and Monitoring**

4.1 Access to the system shall be limited to the Town Clerk, and Office Manager. All access points shall be secured so as to prevent unauthorised access.

4.2 A CCTV access log shall be maintained recording the date, user, and purpose of accessing the system.

4.3 Disclosure of recorded material will only be made to third parties in accordance with the purpose of the system and in accordance with the Data Protection Act 2018. Requests for data must be made to the Town Clerk.

- Data Subjects have the right to request their personal data.
- Recordings may be shared with the Police and other law enforcement agencies if requested with good cause.
- Images may be released to the media to assist with the identification of victims, witnesses, or perpetrators in relation to a criminal incident; the wishes of the victim must be given due consideration.
- Data may be shared with third party contractors (subject to necessary data processing compliance) where the council is required to edit footage e.g. to remove data subjects from footage to be released for disclosure.

4.4 Any viewing of images or provision of recordings to a third party shall be authorised by the Town Clerk and recorded in a log detailing the specific reason data

has been shared, the names of who data was released to and any relevant reference numbers e.g. crime incident number.

## **Complaints**

5.1 Access to or use of the CCTV system for purposes outside this policy may be considered gross misconduct.

5.2 Any complaint concerning the use of the CCTV system will be investigated by the Town Clerk.

5.3 Any questions in relation to the council's use of CCTV and this policy can be directed to the Town Clerk at The Town Hall, The Island, Midsomer Norton BA3 2HQ or by email to [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk).