

Haxby Town Council

CCTV Policy

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at the pavilion the Ethel Ward site. It should be read in conjunction with the council's data protection policy.

The policy was prepared after taking due account of the General Data Protection Regulations and the Data Protection Act. This policy will be subject to periodic review by the council to ensure that it continues to reflect the public interest and that it complies with all legislative requirements.

Statement of purpose

To provide a safe and secure environment for the benefit of those who visit/use the pavilion. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using the pavilion.
- To reduce vandalism and to prevent, deter and detect crime and disorder.
- To assist the police, the council and other law enforcement agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws.
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored.
- To assist all emergency services to carry out their lawful duties.

Responsibilities of the owner of the scheme

Haxby Town Council retains overall responsibility for the scheme.

CCTV Code of Practice

Management of the System

Day to day operational responsibility rests with the town clerk, supported by council officers.

Breaches of this policy will be investigated by the town clerk and reported to the council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at court. This policy must be read and understood by all persons involved and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area at the pavilion.

Control and operation of the cameras, monitor and system

The following points must be understood and strictly observed by operators:

- a) Operators must act with integrity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
- b) No public access will be allowed to the monitor except for lawful, proper and sufficient reason, with prior approval of the town clerk in conjunction with the council chair. The police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The police are permitted to visit the pavilion to review and confirm the council's operation of CCTV by arrangement. Any visit by the police to view images will be logged by the operator.
- c) Operators should regularly check the accuracy of the date/time displayed.
- d) Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of 30 days.
- e) Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. In such circumstances the town clerk will inform the council chair.
- f) As records may be required as evidence at court, each person handling a digital record may be required to make a statement to the police. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording (and showing the officer's name and police station). The log should also show when such information is returned to the council by the police and the outcome of its use.
- g) Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime numbers. if appropriate, and the council notified at the next available opportunity.
- h) Any damage to equipment or malfunction discovered by an operator should be reported immediately to the town clerk and recorded in the log. When a repair has been made, this should also be logged showing the date and time of completion.
- i) Any request by an individual member of the public for access to their own recorded image will be treated as a formal data subject access request. Depending on the scale

of the request, an administration fee may be charged. All such requests will be (anonymously) reported at the next council meeting for consideration and to authorise the town clerk to reply, normally within one calendar month in accordance with the General Data Protection Regulations and the Data Protection Act.

Accountability

Copies of the CCTV policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the council providing it does not breach security needs.

Any written concerns or complaints regarding the use of the system will be considered by the council, in accordance with the existing complaints policy.

Approved: 20/10/25

Review: May 2026