

WILTON TOWN COUNCIL

Ancient Capital of Wessex

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WILTON TOWN COUNCIL CCTV POLICY (adopted December 2016)

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at the locations listed at the end of this document.

This policy will be subject to annual review by the Town Council to ensure that it continues to reflect the public interest and that it and the systems meet all legislative requirements.

That the use of Closed Circuit TV (CCTV) adheres to the principles of the

- Data Protection Act 1998,
- Human Rights Act 1998,
- Regulation of Investigatory Powers Acts 2000, the CCTV Code of Practice, Charter for a democratic use of video-surveillance and other relevant legislation. That any CCTV system is not used or abused.
- That CCTV is correctly and efficiently installed and operated.

The Town Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to countries with inadequate protection;
- subject to guidance on good practice;
- Examples of how to implement the standards and good practice.
- Data will not be used for personal gain or interest

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. 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 Council facilities and the centre of Wilton so they can enter and leave without fear of intimidation by individuals or groups;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Town 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.
- To assist all "emergency services" to carry out their lawful duties.

Location:

The Sports Pavilion, Castle Meadow, Castle Lane, Wilton SP2 0HG.

The three cameras situated on the corner of South Street and West St, situated on North St, and situated on South Street, Wilton

Checklist for users of limited CCTV systems monitoring small retail and business premises

This CCTV system and the images produced by it are controlled by Wilton Town Council which is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998)¹.

Wilton Town Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV. Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.		In progress
There is a named individual who is responsible for the operation of the system.		Town Clerk
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.		Yes
Cameras have been sited so that they provide clear images.		Yes
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.		Yes
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).		Yes
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		Yes
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.		Yes
Except for law enforcement bodies, images will not be provided to third parties.		Yes