



WESTON-SUPER-MARE TOWN COUNCIL

CCTV Policy

Date	Version	Author	Origin of change e.g. change in legislation	Changed by

This policy applies to Weston-super-Mare Town Council.

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1. Policy Statement

1.1 Weston-super-Mare uses closed circuit television (CCTV) and the images produced to prevent or detect crime, to monitor its buildings and grounds in order to provide a safe and secure environment for its staff and visitors, to support the effective management of visitor behaviour, to facilitate the identification of and/or to corroborate the occurrence of, any activity or event of a criminal nature and to prevent loss or damage to its property.

1.2 Weston-super-Mare Town Council internal CCTV camera system comprises a number of fixed cameras, images from which are transmitted to and stored by Spansec. Security Limited and North Somerset Council, in some instances. Access to the system is closed unless authorised by the CEO/Town Clerk only.

1.3 The systems do not record sound. The system operates 24 hours a day, 365 days a year.

1.4 The internal CCTV system is owned and operated by Weston-super-Mare Town Council, the deployment of which is determined by the CEO/Town Clerk under the supervision of the Director of Community Services

1.5 The Council's CCTV Scheme is registered with the Information Commissioner under the terms of the General Data Protection Regulation (UKGDPR). The use of CCTV, and the associated images are covered by the UKGDPR. This policy outlines the Councils use of CCTV and how it complies with the UK GDPR law.

1.6 The operation of the system and this policy will be reviewed annually and will include, as appropriate, consultation with interested parties.

1.7 North Somerset Council external cameras, across the town of Weston-super-mare, will comply with and are governed by North Somerset CCTV policies.

2. Statement of Intent

2.1 The Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that CCTV is used responsibly and safeguards both trust and confidence in its continued use.

2.2 CCTV warning signs are clearly and prominently placed across all sites

2.3 The original planning, design and installation of CCTV equipment endeavoured to ensure that the system would deliver maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

2.4 Materials or knowledge secured by way of CCTV will not be used for any commercial purpose. Recorded materials will only be released to the media with the written authority of the Police or a Court of Law, typically for use in the investigation of a specific crime.

3. Access

3.1 Access to the system will be strictly limited to the CEO/Town Clerk who will receive appropriate instruction on their legal and organisational responsibilities and the terms of the ICO CCTV Code of Practice.

3.2 Cameras may not be relocated or re-positioned without the agreement of the CEO/Town Clerk.

3.3 Requests for footage are made by completing an online form detailing the date and time of the incident, location of the incident, and the nature of the request. This needs to be approved by the CEO/Town Clerk. All requests for footage are logged in a spreadsheet for auditing purposes.

3.4 Managers will have access for operational practicalities only but will still require authorisation from the CEO/Town Clerk before accessing any footage.

4. Covert Monitoring

4.1 It is not Council policy to conduct 'covert monitoring' unless there are 'exceptional reasons' for doing so.

4.2 The Council may, in exceptional circumstances, determine a sound reason to set up covert monitoring. For example:

- i) Where there is good cause to suspect criminal activity or malpractice is taking place, or where there are grounds to suspect serious misconduct;
- ii) Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording. In these circumstances' authorisation must be obtained from the Councillors' and 'Data Controller' advised before any commencement of such covert monitoring.

4.3 Covert monitoring must cease following completion of an investigation.

4.4 Covert monitoring will not be undertaken for the purposes of assessing an employee's performance at work.

5. Storage and Retention of CCTV images

5.1 Recorded data will be retained by North Somerset Council CCTV department and Spansec Security Limited for 31 days after which it will be automatically overwritten.

6. Subject Access Requests (SAR)

6.1 The UK GDPR provides that “Data Subjects” (individuals to whom “personal data” relates) with a right to request copies of data held by others about themselves which may include CCTV images.

6.2 If the Data Subject is not the focus of the footage i.e., they have not been singled out or had their movements tracked then the images are not classified as “personal data” and the Data Subject/individual is not entitled to the image under the UK GDPR.

6.3 All requests should be made in writing to the CEO/Town Clerk or Director of Community Services.

Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

6.4 The Council will respond to requests within 30 calendar days of receiving the written request and any fee. This is as per the ICO CCTV Code of Practice.

6.5 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

7. Access to and Disclosure of Images to Third Parties

7.1 There will be no disclosure of recorded data to third parties other than as required by law and to authorised personnel such as service providers to the Council where these would reasonably need access to the data (e.g. investigations).

7.2 Requests for images / data should be made in writing to the CEO/Town Clerk or Director of Community Services.

7.3 Images captured via the system may be used for the purposes of the Council staff discipline and grievance procedures subject to the terms of this policy and to the confidentiality requirements of those procedures.

8. Complaints

8.1 Complaints and enquiries about the operation of CCTV within Council should be directed to the CEO/Town Clerk or Director of Community Services.

9. Policy Review

9.1 The working of this policy will be reviewed by the Council bi-annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.