



## **Yarm Town Council CCTV Policy**

Yarm Town Council uses CCTV for the purposes of the prevention and detection of crime and in order to recognize and identify individuals with a view to taking appropriate action where necessary.

### **1. Introduction**

1.2. This document sets out the accepted use and management of CCTV equipment and images to ensure that the Yarm Town Council complies with the Data Protection Act 2018 and other relevant legislation.

1.3 We process personal data in line with our Data Protection Policy. The Council will also be cognizant of the Guiding Principles of the Surveillance Camera Code of Practice as published by the Home Office and updated in 2021.

### **2. Policy Position and Purpose**

2.1 CCTV has been installed in the Yarm Cemetery to assist in deterring crime, and also the prevention and detection of crime. The system is also intended to assist with the identification, apprehension and prosecution of offenders, and the identification of actions that might result in disciplinary action.

2.2 The existence and position of CCTV will help to deter any unauthorized access to rooms within the Town Hall and, in the event of an incident, help to identify individuals involved.

2.3 The purpose of this policy is to establish what CCTV the Council will use, how it will be used and managed.

### **3. Responsibility for the Management of the System**

3.1. The Town Clerk has overall responsibility for the maintenance of the system. They will periodically check the equipment and arrange for the suppliers to carry out our periodic maintenance checks.

3.2 The Town Clerk will ensure that images are deleted in accordance with the retention policy.

3.3 The Town Clerk will be trained in the operation of the CCTV system, and will be aware of data protection

### **4. Auditing the System's Operation and Working Practices**

4.1 The Council and the Town Clerk are responsible for ensuring that this policy and its implementation is compliant with Data Protection Legislation and will audit the system's use on a periodic basis.

4.2 The Council and the Town Clerk are responsible for dealing with and responding to any requests for access to images received from individuals under the Data Protection Act 2018. Any requests received for access to images must be forwarded to [townclerk@yarmtowncouncil.gov.uk](mailto:townclerk@yarmtowncouncil.gov.uk)



## **5. Access to and Disclosure of Images**

5.1 The Council or individual Councillors are responsible for viewing images when investigating an incident or suspected incident.

5.2 Images may then be disclosed as part of the evidence assembled by the Investigating Councillor in the event of a disciplinary hearing.

## **6. Secure Storage and Retention of Images**

6.1 Images will be stored on the recording equipment which will be securely protected. The Town Clerk has responsibility for ensuring that the equipment and the routinely recorded images have the necessary security. Images are routinely retained for one month, but may be retained longer in the event that they are required as part of an investigation.

6.2 Where images have been retained for an investigation the Councillor will take responsibility for the secure storage of those images. This will be done in liaison with an appointed Investigating Councillor where necessary for disciplinary purposes.

## **Appendix – Siting of Cameras**

### **Yarm Town Hall & Heritage Centre.**

Camera 1 On ground floor facing entrance door but covering ground floor area

### **Yarm Cemetery/ Chapel Area.**

Camera 1 North side of Chapel facing WEST

Camera 2 North side of Chapel facing EAST

Camera 3 South side of Chapel facing WEST

Camera 4 South side of Chapel facing EAST

For information – The Railway line is in the West.

### **Yarm Brickyard Allotment Site**

This camera is on the Councils allotment land but is not owned or managed by Yarm Town Council. The camera was installed by the allotment association, and the recording equipment is on site and managed by them.

Camera 1 Facing downwards covering the allotment area

Camera 2 Facing the allotment gates.

**End of Policy**