



## **CCTV Policy**

### **1. Purpose**

The purpose of this document is to outline the conditions for the use of CCTV cameras and electronic portable recording equipment by Fleet Town Council.

It is important that all those who are affected by the scheme and all those charged with operating the service understand exactly why the system has been introduced and what it will and will not be used for.

### **2. Objectives**

The key objectives of the Fleet Town Council CCTV system are:

- Protecting areas and premises used by the public together with their property from criminal activity and the effects of crime
- Deterring and detecting crime
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing anti-social behaviour
- Reducing fear of crime
- Encouraging better use of town facilities and attractions
- To improve public safety and re-assure the public.
- To protect people and property against vandalism.
- To assist the police with any enquiries in which the CCTV supports.
- To collect evidence for the purpose of criminal and civil litigation by the police with a responsibility for enforcing law, licensing and regulation
- To alert the emergency services when required of actual or potential incidents.

### 3. Operation

The system will be operated fairly and within the law, and only for the purposes for which it was established.

All investigations undertaken will be with due regard to the principle that everyone has a right to respect and for their privacy.

- Clear signage will be located in the immediate vicinity of the area being monitored.
- Cameras will not be installed in a covert manner.
- Cameras will not be installed in unauthorised areas:
  - Toilets and Shower facilities.
  - Baby change facilities.
  - Dressing or changing room facilities or any areas, which have been temporarily, designated an area requiring privacy.
  - Any area deemed to be an area with the need for privacy.
  - Cameras will not be located where they will affect an individual's rights.
  - The use of portable cameras will be in addition to the above objectives used to monitor animals in public spaces (for example the cemetery and children's play areas).
- All recording and monitoring of the footage recorded will be undertaken in accordance with the relevant sections of the Criminal Justice and Public Order Act 1994. The Regulation of Investigatory Powers Act 2000. The Surveillance Camera Code of Practice Pursuant to Section 29 of the Protection of Freedoms Act 2012 and will follow the guidelines of the Data Protection Act 1998.

A detailed log will be kept by the Facilities & Open Spaces Manager to identify the location, duration and any other relevant details such as confirmation of the location of signage in the immediate vicinity of the portable camera.

Locations will include all facilities in the care of Fleet Town Council. Cameras will only be located on land in the ownership or control of Fleet Town Council.

Dated: \_\_\_\_\_.

Signature of employee: \_\_\_\_\_