

**Congleton Town Council**  
**CCTV Policy – for use at Congleton Town Hall**

**Ownership**

Congleton Town Council operates a CCTV surveillance system (“the system”) throughout Congleton Town Hall, High Street, Congleton CW12 1BN with Images being monitored and recorded centrally. The system is owned and managed by Congleton Town Council and operated by the Town Hall Supervisor.

The responsible manager is Congleton Town Centre and Marketing Manager

**Compliance**

Images obtained from the system which include recognisable individuals constitute personal data and are covered by the Data Protection Act 1998 and the EU General Data Protection Regulation 2018. This Policy should therefore be read in conjunction with the Town Council’s Data Privacy Notice.

The Town Council is the registered data controllers under the terms of the Act. The Data Protection Officer for the Town Council is the Town Centre and Marketing Manager who is responsible for ensuring compliance with the Act.

This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner’s CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

**Purpose**

Congleton Town Council’s registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes. This is further defined as:

CCTV is used the purposes of maintaining public safety, the security of property and premises and for preventing and investigating crime. It is not used to routinely monitor staff or councillors but footage may be reviewed where an issue which may be contrary to safe working practices or contravenes the employee or councillor code of conduct is brought to the attention of the Chief Officer or Managers. The information processed may include visual images, personal appearance and behaviours. It does not include sound. This information may be about visitors, customers, contractors, staff or councillors. Information may only be shared with the Police or other law enforcement agencies if requested with good cause.

# **Congleton Town Council**

## **CCTV Policy – for use at Congleton Town Hall**

The operators of the system recognise the effect of such systems on the individual and the right to privacy.

Congleton Town Council's is registered for CCTV under the data protection registration with the Information Commissioner's Office number Z8555887.

### **Description**

The system is intended to produce images as clear as possible and appropriate for the purposes stated. The system is operated to provide when required, information and images of evidential value.

Cameras are located at strategic points throughout the Town Hall, principally covering entrance and exit points of buildings, the Grand Hall, Bridestones Suite and Bar area. It also covers the car park area at the rear of the Town Hall.

Signage is prominently placed at strategic locations to inform Town Hall users that a CCTV installation is in use and includes contact details for further information.

### **Operation**

Images captured by the system are recorded continuously and may be checked by authorised staff in the first floor Supervisors Office. Images displayed on monitors are not visible to visitors. Only the Town Hall Supervisor and Chief Officer may take recordings of CCTV images and recordings. Staff authorised to view CCTV are fully briefed and trained in all aspects of the operational and administrative functions of the system.

Detailed procedures for the management of the system are included in the Town Hall Operating Procedures.

### **Information retention**

No more images and information shall be stored for more than 28 days, unless required for legal reasons. Images will be deleted once their purpose has been discharged.

# Congleton Town Council

## CCTV Policy – for use at Congleton Town Hall

### **Access**

All access to recorded images is recorded in the daily log. Access to images is restricted to those who need to have access in accordance with this policy.

Disclosure of recorded material will only be made to third parties in accordance with the purposes of the system and in compliance with the Data Protection Act. Anyone who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Protection Act (“Subject access request”). Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused. Procedures are in place to ensure all such access requests are dealt with effectively and within the law.

Access requests should be sent by letter to:

Congleton Town Council CCTV  
Congleton Town Hall, High Street  
Congleton CW12 1BN

Or to [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk)

### **Feedback**

Members of the public should address any concerns or complaints over use of Congleton Town Council’s CCTV system to [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) or by telephone to 01260 270350 Ext 1.

### **Annual review**

This policy was approved by Congleton Town Council’s Finance & Policy Committee on 7<sup>th</sup> June 2018 and it will be reviewed annually by the Finance & Policy Committee to ensure that the purpose still applies.

This Policy will be added to Congleton Town Council’s Constitution.