



COWES TOWN COUNCIL

CCTV POLICY

1. Introduction

Cowes Town Council operates a CCTV surveillance system at The Cut, Northwood Recreation Ground and Medina Road Public Conveniences to safeguard the Town Council's property, employees, contractors, and members of the public, while supporting law enforcement, following repeated vandalism / antisocial behaviour at these locations. This policy ensures compliance with the Data Protection Act 2018 and GDPR.

2. Purpose

The CCTV system is used to:

- Protect Town Council premises and assets.
- Ensure the safety of employees, contractors and members of the public.
- Deter and reduce crime.
- Support police investigations.

3. System Operation

- The CCTV system is owned by Cowes Town Council.
- The Town Clerk is responsible for system management, with designated staff authorised to handle day-to-day operations.
- CCTV footage is monitored and recorded in accordance with this policy.

4. Monitoring and Recording

- Access to CCTV images is restricted to authorised personnel.

- Images are retained for up to 28 days unless required for an ongoing investigation or legal purposes.
- Recorded images are erased at the end of their retention period.
- The CCTV system operates 24/7, recording all cameras continuously.

5. Operation of the CCTV System

- **Location of Equipment:** The main recording equipment is housed inside the secure service area in the public conveniences located at The Cut, Medina Road and Northwood Recreation Ground.
- **Access Control:** Only authorised personnel have access to the recording equipment and can review recorded images. Access is logged and regularly audited.
- **Live Monitoring:** Designated staff can monitor live footage through secure access points.
- **Data Export:** Data is exported in .mp4 format using secure methods. Playback of footage requires VLC player, a free software available for download.
- **Technical Support:** Lifeline Alarm Systems Ltd provides technical support, including remote diagnostics, updates, and maintenance.
- **Cameras and Equipment:** The system uses HIKVision 4MP ColourVu + Acusense cameras with specific features like human and vehicle target classification based on deep learning, and infrared illumination up to 30 meters. It is equipped with a HIKVision 16ch NVR (Network Video Recorder) with a 6TB surveillance-grade hard disk for storage, capable of retaining footage for up to 28 days.

6. Compliance with Data Protection Legislation

- Cowes Town Council complies with GDPR principles, ensuring data is processed lawfully, collected for specific purposes, and retained only as necessary.
- The Town Clerk acts as the Data Protection Officer.

7. Training

- All staff involved in CCTV operations will receive training on this policy and relevant data protection principles.

8. Review

- This policy will be reviewed annually to ensure it remains up-to-date with legal requirements and best practices.

9. Applications for Disclosure of Images

- Requests for access by data subjects must be submitted using the appropriate form and include proof of identity.
- Requests will be responded to within 21 days.

- Disclosure to third parties is made at the Council's discretion, in compliance with relevant legislation.

10. Retention of Images

- Images not required for investigations are retained for no longer than 31 days.
- At the end of their useful life, images are securely erased.

11. Technical Specifications and Features

- The system is designed to comply with National Security Inspectorate Code of Practice NCP 104: Issue 3 and BS EN 62676-4:2015 standards.
- Uses HIKVision 4MP ColourVu + Acusense cameras with specific features like human and vehicle target classification based on deep learning, and infrared illumination up to 30 meters.
- Equipped with a HIKVision 16ch NVR (Network Video Recorder) with a 6TB surveillance-grade hard disk for storage, capable of retaining footage for over 31 days.

12. Complaints and Breaches

- Complaints regarding the CCTV system can be directed to the Town Clerk.
- Breaches of the policy may result in disciplinary action or legal proceedings.

13. CCTV in Public Toilets

- **Purpose:** The installation of CCTV cameras inside / outside public toilets aims to enhance security, prevent vandalism, and ensure the safety of users.
- **Camera Placement:** Cameras are strategically placed to cover entrance areas and communal spaces, without infringing on individual privacy in cubicles, urinals or using the baby changing units.
- **Signage:** Clear signage is displayed at the entrances to public toilets, informing users of the presence of CCTV.
- **Access Control:** Strict access control measures are in place, ensuring only authorised personnel can view footage from cameras inside / outside the public toilets.
- **Privacy Considerations:** The positioning of cameras is carefully planned to avoid capturing any footage that would violate the privacy of individuals using the facilities.
- **Data Handling:** Footage from cameras inside / outside the public toilets is handled with the highest level of confidentiality and is only accessed when absolutely necessary for security investigations.
- **Legal Compliance:** The use of CCTV in public toilets complies with all relevant legal and regulatory requirements, including GDPR and the Data Protection Act 2018.
- **Regular Audits:** Regular audits are conducted to ensure compliance with privacy and data protection standards.

For more details or to request access to CCTV footage, contact Cowes Town Council at:

Town Clerk, Cowes Town Council, Northwood House, Ward Avenue, Cowes, Isle of Wight
PO31 8AZ

Email: townclerk@cowestowncouncil.org.uk

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