



## **RHAYADER TOWN COUNCIL CCTV POLICY AND PROCEDURES**

### **Introduction and Scope**

This policy sets out the principles and procedures by which the Council will install, operate, and manage Closed-Circuit Television (CCTV) systems within its public toilet buildings. The policy is designed to ensure that surveillance is used responsibly to enhance public safety, deter anti-social behaviour, and protect property, while respecting individuals' rights to privacy and complying with all applicable laws and regulations.

Day-to-day responsibility for the operation of the CCTV system will be delegated to a designated Councillor, who will ensure the system is operated in accordance with this policy and all relevant legislation.

The primary objectives for the installation and use of CCTV in the town council's toilet buildings are to:

- Enhance the safety and security of members of the public and staff using the facilities.
- Deter and detect criminal activity, vandalism, and anti-social behaviour.
- Assist in the identification and prosecution of offenders.
- Protect council property and assets from theft, damage, or misuse.
- Provide reassurance to the community and visitors to the area.
- Ensure that the use of CCTV is proportionate, necessary, and in accordance with data protection and privacy laws.

This policy applies to all CCTV systems installed, operated, and managed by the Town Council in and around its toilet buildings. It covers all individuals who may be recorded by the systems, including members of the public, council staff, contractors, and any other visitors.

### **Legal Framework**

The council's use of CCTV shall comply with the following key legislation and guidance:

- Data Protection Act 2018 (UK GDPR)
- Human Rights Act 1998
- Protection of Freedoms Act 2012 (as applicable)
- Surveillance Camera Code of Practice
- Freedom of Information Act 2000
- Any other relevant local or national regulation

### **Principles of Operation**

- The CCTV will not be used as a substitute for other means of securing the building or managing behaviour.
- The positioning and use of cameras will be proportionate to the problem they are intended to address.
- Cameras will not be installed in private areas such as inside toilet cubicles or urinals.
- Cameras will only monitor communal/public areas, entrances, and exits, ensuring that the privacy of individuals is respected at all times.

- Clear and signage will be displayed at all entrances to the building, informing people of the use of CCTV by the Town Council.
- All CCTV footage will be stored securely and access restricted to authorised personnel only.
- Footage will be protected against unauthorised access, alteration, or deletion.
- CCTV footage will be retained for no longer than 30 days unless required for the investigation of an incident. After the retention period, footage will be securely deleted or destroyed.
- Any malfunction or technical issue should be reported and resolved promptly
- The Council will regularly review the operation of the CCTV system to ensure its continued necessity and effectiveness, and to ensure compliance with legal requirements and this policy.
- Any complaints or concerns about the operation of the CCTV system should be directed to the Town Council Clerk in the first instance.
- All complaints will be investigated promptly and fairly, and appropriate action will be taken where necessary.

#### **Access to Footage**

- Access to CCTV footage will be strictly limited to authorised personnel who require it for the purposes stated in this policy.
- Requests for access to footage by law enforcement or regulatory bodies will be considered in accordance with relevant legal processes.
- Individuals may request access to footage in which they are present, subject to data protection considerations and the rights of third parties.

#### **Data Protection and Privacy**

- All handling of CCTV data will be in strict accordance with the UK GDPR and the council's data protection policy.
- Data subjects have the right to make Subject Access Requests (SAR) to view images of themselves, except where such access would prejudice the prevention or detection of crime or infringe upon the privacy rights of others.
- All staff with CCTV responsibilities will be trained in data protection, privacy, and the responsible use of surveillance systems.
- Images recorded by the CCTV system will only be used for the purposes outlined in this policy.
- Disclosure of footage to third parties (such as law enforcement) must be authorised by the Clerk or their nominee, and recorded in writing.
- Unauthorised disclosure or sharing of CCTV footage is strictly prohibited

#### **Policy review**

This Policy will be regularly monitored and reviewed:

- In accordance with changes in legislation or any changes made by the Council
- Following any issues or concerns raised with the Council
- In all other circumstances, annually

Policy introduced August 2025