



## **FRAMLINGHAM TOWN COUNCIL CCTV POLICY**

1. This Policy applies to the CCTV System on the Pageant Field, Badingham Road, Framlingham, which is in place to monitor security.
2. The Town Clerk is the authorised person responsible for the operation of the system and holds the keys.
3. Motion detected recorded images are automatically deleted in sequence after a period of approximately 7 days.
4. Following a report of an incident the Town Clerk will review the footage with the playback steps to establish the time and camera number of the incident to be exported.
5. The Police will be contacted and the footage used to investigate the crime.
6. Images will be provided to the Police or other enforcing authorities, but not to third parties.
7. Requests from individuals requesting copies of their own images will be responded to in line with guidance from the Information Commissioner.
8. The Town Council will support prosecution of any offences discovered.
9. In the event that the Town Clerk is not available, then the Deputy Town Clerk will be requested to assist in the review of the footage, supported by the Chair of the Town Council.
10. If, for some reason, it is judged that it is inappropriate that the Town Clerk reviews the footage, this role will be filled by the Chair of the Town Council, supported by the Deputy Town Clerk.

## **Procedure Policy for the CCTV system on the Pageant Field, Badingham Road Framlingham**

The CCTV system and the images produced by it are controlled by the Town Clerk who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998)

Framlingham Town Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the users of the Pageant Field. It will not be used for other purposes and an annual review will be carried out.

1. The Town Clerk is the authorised person responsible for the operation of the system and holds the keys and password.
2. Motion detected recorded images are automatically deleted in sequence after a period of seven days.
3. Following a report of an incident the Town Clerk will review the footage with the playback facility to establish the time and camera number of the incident to be exported.
4. The Police will be contacted and the footage used to investigate the crime.
5. Images will be provided to the Police but not to third parties.
6. Requests from individuals requesting copies of their own images will be responded to in line with guidance from the Information Commissioner.
7. The Town Council will support prosecution of any offences discovered.