



# Melksham Town Council

## CCTV Policy

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## **1. INTRODUCTION**

- 1.1** Melksham Town Council has installed a CCTV surveillance system in the town centre. The system has been provided to create a safer environment for those who live in, work in, or visit the town both during the day and in the evening. The control room for CCTV is in the Town Hall, Market Place, Melksham, SN12 6ES where images and footage from the cameras is recorded
- 1.2** This policy should be used in conjunction with the Melksham Town Centre CCTV System Operation Manual, copies of which are held in the secure CCTV Control Room.

## **2. OBJECTIVES**

- 2.1** The primary objective of the scheme is to provide a safer town centre environment for the public and this objective will be carried out by the installation of the system to:
- Reduce the fear of crime.
  - Deter crime and vandalism, thus reducing its level overall.
  - Assist in the detection of crime and facilitate the apprehension and prosecution of offenders for both crime and public order offences.
- 2.2** In seeking these objectives operators of the scheme will seek to improve conditions for residents and visitors to the town centre, in particular vulnerable groups including the elderly, children, and women. Any request to use the system for objectives other than those shown must be authorised by Melksham Town Council.

## **3. CONTROL ROOM**

### **3.1 Location**

The control room is situated on the ground floor of Melksham Town Hall. It houses the main control equipment for the system and is protected by an access control system.

### **3.2 Access**

- 3.2.1** It is essential that the control room is maintained as a secure environment and day to day access is therefore restricted to Council Officers authorised to access, and trained to operate, the CCTV System

3.2.2 Subject to prior approval, the following may also be admitted, so long as they are accompanied at all times by an Authorised Officer:

- Partnership representatives, elected Members of the Council.
- Police officers in the course of their duty.
- Police employees and magistrates as part of their training needs.
- Maintenance and cleaning staff.
- Outside visitors.

3.2.3 A visitors' book will be maintained within the control room and may be required to be produced in any court proceedings. All visitors and staff must always sign in the visitors' book.

3.2.4 The Council, in the persons of the CEO & Town Clerk (Responsible Officer) or an Authorised Officer reserve the right to exclude any person from entering or visiting the control room at any time during its hours of operation.

### **3.3 Monitoring**

The system will not be live monitored. Recording operates 24/7 and saved recordings are automatically deleted after 30 days, unless they have been downloaded to a portable storage device for the purposes on an investigation. Recordings may only be accessed

(i) after a request from the police.

(ii) for the investigation of any incident affecting Town Council property or staff, and only after consultation between an authorised officer and the CEO/Town Clerk.

### **3.4 Police Request for Viewing**

3.4.1 The police may request that a particular area be viewed by the CCTV operator in the following circumstances:

- a) To assist in the event of a major incident or an emergency.
- b) To assist in the detection of crime.
- c) To assist in the arrest and gathering of evidence so that offenders may be prosecuted in relation to criminal or public order incidents.
- d) To provide information in relation to traffic flows within the town centres.
- e) To assist in the search for very young, old, mentally ill, or other vulnerable persons (when duties permit).

### **3.5 Major Incidents & Emergencies**

- 3.5.1 If a major incident or emergency occurs within the area of camera coverage it may be necessary to monitor the system. This decision will be undertaken by an Authorised Officer in conjunction with the police.
- 3.5.2 In extreme circumstances it may be necessary for the police to attend the control room in order that the full benefit of camera coverage may be utilised. In these situations, it may be necessary for the police to direct the operator(s) for the period of the incident operation, i.e. as in the case of a bomb threat, armed robbery, major fire, VIP visit or similar.

## **4. PROCEDURES FOR REMOVAL DEVICES**

### **4.1 Control**

- 4.1.1 The correct procedure in relation to the use and storage of removeable devices is essential to their use as evidence within criminal court proceedings. Any loss of continuity or failure to acknowledge the correct procedure will mean that the evidence recorded will not be allowed to be introduced in evidence, no matter how important the case.
- 4.1.2 All images are recorded onto hard drives and copied onto removeable devices supplied by Police.
- 4.1.3 If duties permit, the operator will complete a prepared witness statement for collection by the police. These forms will conform to Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub-section 5A(3)(a) and 5B; Magistrates Court Rules 1981, revision 70. The form for a witness statement is shown in Annex E.
- 4.1.4 On receipt of the copy by the police, in order that it may be produced in court as an exhibit, the correct entry will be made in the log to account. The police officer will be required to countersign that entry.
- 4.1.5 The recording on a removeable device will be destroyed when returned from the police following court proceedings.
- 4.1.6 In circumstances agreed by the Town Clerk, removeable devices or the hard drive may be viewed by the Town Council to gain information which will assist them to decide in relation to true Council business.

### **4.2 Still Frame Prints**

- 4.2.1 Still frame hard copy prints may be taken by the operator to assist with identification of the suspect person(s) or vehicle(s); each will have the

time, date and camera identification superimposed. A record will be maintained in the Still Photograph Log.

- 4.2.2 The use of hard copy prints will be recorded in the Still Photograph Log by the operator and police officer collecting that evidence. The prints shall be numbered sequentially with the same number being annotated on the rear of the print.

#### **4.3 Numbering**

Any copies made shall be numbered sequentially as C1 to C99

### **5. GDPR**

#### **5.1 Policy & Procedures**

- 5.1.1 Melksham Town Council will comply with the requirements and principles of the Data Protection Act 1998.
- 5.1.2 Responsibility for ensuring compliance with the Act will rest with the Responsible Officer (also to be known as the Data Controller and Data Processor).
- 5.1.3 The Responsible Officer will consider requests for information under the terms of the Act on an individual basis. All requests must be made in writing and any decision reached by the Responsible Officer will be conveyed to the individual making that request in writing and a permanent record of such requests and decisions will be maintained.
- 5.1.4 It is the intention of Melksham Town Council to protect the privacy of third parties whenever possible and, to this end, will not release removeable devices where a third party would be recognisable and be capable of identification.

#### **5.2 Subject Access Requests**

Individuals have the right to request access to CCTV footage in which they appear. Requests must be made in writing and are subject to identification verification and redaction of third-party data where appropriate.

#### **5.3 Article 5**

- a) Personal data shall be processed, lawfully, fairly and in a transparent manner.
- b) Collected for specified, explicit and legitimate purposes.
- c) It will be adequate, relevant, and limited to what is necessary.

- d) It will be accurate and where necessary, kept up to date.

#### **5.4 Data Protection Officer: Article 37**

The core activities of the controller or the processor consist of processing operations which, by virtue of their nature, require regular and systematic monitoring of data subjects by the appointed DPO.

#### **5.5 Right of Access**

- a) Length of time data is stored 30 days for recorded data or longer if relating to an ongoing court case.
- b) Right to access (within one month, one copy free)
- c) Right to rectification.
- d) Right to erasure.
- e) Right to restriction.
- f) Right to portability
- g) Right to object

#### **5.6 Breaches: Article 33**

In the case of a personal data breach, the controller shall without undue delay and where feasible, not later than 72 hours after becoming aware of it, notify the personal data breach to the supervisory authority (ICO), unless the personal data is unlikely to result in a risk to the rights and freedoms of said person.

#### **5.7 Security: Article 32**

The controller and the processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.