



## **Fordingbridge Town Council**

### **CCTV Policy & Data Protection Impact Assessment**

#### **1. Ownership**

- 1.1 Fordingbridge Town Council operates CCTV surveillance systems at the following sites;  
Fordingbridge Town Council Recreation Ground: Pavilion Changing Rooms, Fordingbridge Sports Club and Fordingbridge Town Council Workshop • Fordingbridge Town Council/Information Office
- 1.2 The systems monitor and records images. The system is owned and managed by Fordingbridge Town Council and operated by the Grounds Team/Town Clerk
- 1.3 The responsible manager is the Town Clerk.

#### **Compliance**

- 2.1 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.
- 2.2 The Town Council is the registered data controllers under the terms of the Act.
- 2.3 The Data Protection Officer for the Town Council is IAC LTD, who is the Town Council's Internal Auditor who checks for ensuring compliance with the Act.
- 2.4 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**

- 3.1 Fordingbridge Town Council's registered purpose for processing personal data through use of the CCTV system is public safety, crime prevention and investigating disputes.
- 3.2 CCTV is used for 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 Town Clerk.
- 3.3 The information processed may include visual images, personal appearance and behaviours. This information may be about users of a site, the general public, contractors, staff or councillors. Information may only be shared with the Police or other law enforcement agencies if requested with good cause.
- 3.4 The operators of the system recognise the effect of such systems on the individual and the right to privacy.
- 3.5 Fordingbridge Town Council is registered for CCTV under the data protection registration with the Information Commissioner's Office  
number **Z7891853**

#### **Description**

- 4.1 The systems are 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.

**Fordingbridge Recreation Ground:** Fordingbridge Recreation Ground, Ringwood Road, Fordingbridge, SP6 1AN

### **a. Pavilion Building**

Three external cameras positioned on fixed wall brackets. View of building frontage, entrance doors, side of building and rear of building including storage container. View of main pitch.

### **b. Fordingbridge Sports Club**

Three external cameras positioned on fixed wall brackets. View of building frontage, entrance, side of building and view of main car park.

### **c. Workshop**

Three external cameras positioned on fixed wall brackets. View of building frontage, entrance and side view

### **Fordingbridge Information Office**

Two internal cameras fixed to wall left and right forward of front desk, with view of front of office and desk area.

### **Operation**

5.1 Images captured by the system are recorded continuously and may be checked by authorised staff via download to a computer. Images displayed on monitors will only be made visible to the operative downloading the footage. Only the Town Clerk/Assistant Clerk and Groundsman 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 relevant systems.

### **Information Retention**

6.1 No more images and information shall be stored for more than the memory of the recording device unless required for legal reasons. Images will be deleted once their purpose has been discharged.

### **Access**

7.1 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.

7.2 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.

7.3 Procedures are in place to ensure all such access requests are dealt with effectively and within the law.

7.4 Access requests should be sent by letter to:

Fordingbridge Town Council CCTV

23 Salisbury Street

Fordingbridge

Hampshire

SP6 1AB

### **Feedback**

8.1 Members of the public should address any concerns or complaints over use of Fordingbridge Town Council's CCTV system to [information@fordingbridge.gov.uk](mailto:information@fordingbridge.gov.uk) or by telephone to 01425 654560.

### **Annual Review**

9.1 This policy was approved by Fordingbridge Town Council's Finance & Policy Committee on 24 November 2021 and it will be reviewed annually by the Policy, Finance & Resources Committee to ensure that the purpose still applies.

## Legal Basis for Processing Personal Data

10.1 One of the seven major data processing principles of GDPR is to ensure that personal data is processed lawfully, fairly, and transparently. To comply with this principle, Chapter 6 of the GDPR requires any organisation processing personal data to have a valid legal basis for that personal data processing activity. GDPR provides six legal bases for processing:

- Consent – The data subject has given permission for the organisation to process their personal data for one or more processing activities. Consent must be freely given, clear, and easy to withdraw, so organisations need to be careful when using consent as their legal basis.
- Performance of a Contract – The data processing activity is necessary to enter into or perform a contract with the data subject. If the processing activity does not relate to the terms of the contract, then that data processing activity needs to be covered by a different legal basis.
- Legitimate Interest – This is a processing activity that a data subject would normally expect from an organisation that it gives its personal data to do, for example marketing activities and fraud prevention. Public authorities cannot use legitimate interests as a lawful basis if the processing is in the performance of tasks as a public authority.
- Vital Interest – A rare processing activity that could be required to save someone's life. This is most commonly seen in emergency medical care situations.
- Legal Requirement – The processing activity is necessary for a legal obligation, such as on information security, employment or consumer transaction law.
- Public Interest – A processing activity that would occur by a government entity or an organisation acting on behalf of a government entity.

10.2 The ICO office asks that operators consider the justification of CCTV in the positions in which it is implemented and review this on an annual basis. The following justification is based on a lawful basis and legitimate interest as defined by the ICO.

### AREA LAWFUL BASIS

Fordingbridge Recreation Ground, Ringwood Road, Fordingbridge, SP6 1AN  
The Pavilion, Fordingbridge Recreation Ground: Public Interest  
(public and employee safety, prevention and protection of crime)

Fordingbridge Sports Club, Fordingbridge Recreation Ground: Ground Public Interest (public and employee safety, prevention and protection of crime)

Workshop: Fordingbridge Recreation Ground: Public Interest  
(Public and employee safety, prevention and protection of crime)

Fordingbridge Information Office, 23 Salisbury Street, Kings Yard, Fordingbridge, SP6 1LA Public Interest (public and employee safety, prevention and protection of crime)

## Appendix 1

Checklist for users of limited CCTV systems monitoring small retail and business premises.

This CCTV system and the images produced by it are controlled by Fordingbridge Town Council 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 1988). Fordingbridge Town Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the public, our employees and users of our owned and managed facilities. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Date Checked	Name/Position	Date Next Due
There is a named individual who is responsible for the operation of the system.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system, contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of			
authorised persons may have access to them.			

The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure, the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			

On completion this check list should be given to the Town Clerk and stored electronically

### Appendix 3

The guiding principles of the Surveillance Camera Code of Practice. System operators should adopt the following 12 guiding principles:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and contemporary standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

## Fordingbridge Town Council CCTV Data protection Impact Assessment (DPIA)

This document explains how Fordingbridge Town Council record their DPIA process and outcomes. It follows the process set out in the Information Commissioner Officer DPIA guidance and European guidelines on DPIA's

### **Step 1: Identify the need for a DPIA**

Fordingbridge Town Council have installed external CCTV at the Recreation Ground, Ringwood Road, Fordingbridge and internally at Fordingbridge Information Office, 23 Salisbury Street, Fordingbridge to deter crime, theft and anti-social behaviour and to record such incidences and enable the Police and authorities to take legal action as necessary. The Data Impact Assessment is required due to CCTV monitoring all users – general public, council members and staff of the Recreation Ground and Information office.

### **Step 2: Describe the processing**

The CCTV system will be connected to the main hub at the recreation ground, the Workshop and at the Town Council Information Office (inside only) and will be recorded and collected via a wireless system. The data will be held on a hard-drive and deleted automatically when the memory is full unless it is required for legal purposes. the data will only be shared with the Police and other relevant authorities for crime prevention and detection and members of the public should they have reasonable reason to request the data via a Subject Access Request. Data will only be stored on a USB memory device, CDROM or other storage device should there be a need to share the data with the Police for legal reasons.

### **Describe the scope of the processing:**

The CCTV system will run 24 hours a day, seven days a week and will therefore be transmitting/streaming data continually to the main hubs. The data will only be stored until memory is full on the hard drive unless otherwise required by the Police for prosecution reasons due to theft, criminal activity or anti-social behaviour issues.

The data collected will involve recording all users and their use of the Pavilion Building, part of the main pitch, Sports Club and car park and the Workshop and also internally at Fordingbridge Information Office.

The system is set up so as not to intrude on the privacy of any neighbouring private properties and will only record as mentioned above.

Those affected by the use of CCTV will be the general public i.e. all those who use the Recreation Grounds and its facilities and Fordingbridge Information Office which includes all ages ranges.

### **Describe the context of the processing:**

The Town Council's relationship to those using the Recreation Ground/Information Office and its facilities, is as their local authority for the Town.

The general public and council members will have no control over the use of the CCTV and can only submit a Subject Access Request for data/footage/images from the system for a reasonable reason, which the Data Controller deems necessary, due to the Data Protection Act, General Data Protection and safeguarding regulations.

Due to the nature of the facilities, children and adults of all ages and vulnerable individuals may be recorded. However, the Town Council have a safeguarding policy in place and adhere to all regulations as set out by central Government and law and are also signed up to the Information Commissioner Office (ICO) scheme concerning data protection and its use.

As owners of the sports ground, Council felt it prudent to install CCTV to ensure the safety and security of all its users and its assets.

Fordingbridge Town Council will only use data recordings for legal matters and will not share the data with anyone outside of its remit, or unauthorised individuals. Only authorised users of the system itself (Data Controllers), the Police or other relevant authorities and only if necessary and where there is a reasonable request to do so, will be eligible to view or share data.

All data will be processed and the privacy of those made visible by the recording will be blurred out/obscured to protect their identify, with only the perpetrator/s being made visible before the data is shared.

**Describe the purposes of the processing:**

The Town Council want to ensure the safety and security of all users at the recreation Ground/Information Office

The benefit to processing this data allows authorities such as the Police to clearly identify any individuals involved in anti-social behaviour, theft, or burglary and to apprehend them.

It also allows the general public to feel safe in the knowledge that should a criminal act take place, in particular towards a person or minor, there will be footage of the incident and the Police will be able to act and take appropriate action.

**Step 3: Consider how to consult with relevant stakeholders:**

The CCTV system has been subject to council discussion via monthly meetings prior to its installation, allowing all members of public the chance to state their views. Records of this are available via the Town Council agendas and minutes on its website.

The Recreation Ground cameras do not overlook other residential or business properties. The Information Office CCTV view is internal only and records images inside the building and does not have a view of other residential or business properties

**Step 4: Describe compliance and proportionality measures, in particular:**

Fordingbridge Town Council are fully compliant with all laws and regulations surrounding the CCTV system and its use.

The Town Clerk and the appointed Data Protection Officers, IAC LTD are the data controllers on behalf of council and will ensure the data is held securely and will not be used or viewed unless there is a reasonable reason to do so.

They too, adhere to the same laws, regulations and schemes as the Town Council and will ensure the system is run in accordance with the aforementioned.

The system will ensure the safety and security of all its users and the Town Council's assets.



<b>Step 5: Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary</b>	<b>Likelihood of harm</b>	<b>Severity of harm</b>	<b>Overall risk</b>
Theft of equipment	Possible and probable	Minimal	Low with CCTV
Misuse of equipment by users	Possible and probable	Minimal to significant	Low to medium
Physical harm to users, in particular minors Whilst using equipment	Possible	Minimal to severe	Low to High
Anti-social behaviour	Probable	Significant	Medium

<b>Step 6: Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5</b>				
<b>Risk</b>	<b>Options to reduce or eliminate risk</b>	<b>Effect on risk</b>	<b>Residual risk</b>	<b>Measure approved</b>
Anti-social behaviour	CCTV in operation	Reduced	Low	Yes
Theft of equipment	CCTV in operation	Reduced	Low	Yes
Misuse of equipment by users	CCTV in operation	Reduced	Low	Yes
Physical harm to users, in particular minors whilst using equipment	CCTV in operation	Reduced	Low	Yes
Physical harm to users, in particular minors, by other users, i.e. members of public	CCTV in operation	Reduced	Low	Yes

Item	Name/position/date	Notes
Measures approved by:	Fordingbridge Town Council (full council)	
Residual risks approved by:	Fordingbridge Town Council (full council)	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	No	

Consultation responses reviewed by:	Town Clerk	If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:	The Town Clerk to review every 12 months and will ensure compliance is maintained on an ongoing basis.	The DPO should also review ongoing compliance with DPIA