COLEFORD TOWN COUNCIL

CCTV Policy

This Policy is to control the management, operation, use and confidentiality of the CCTV system at Coleford Town Council.

This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Town Council accepts the principles of the Data Protection Act 2018 (GDPR) as follows:

* data must be fairly and lawfully processed;
* processed for limited purposes and not in any manner incompatible with those purposes;
* adequate, relevant and not excessive;
* accurate;
* not kept for longer than is necessary;
* processed in accordance with individuals’ rights;
* secure;
* not transferred to countries without adequate protection;
* subject to guidance on good practice;
* examples of how to implement the standards and good practice.

It is the policy of this Council to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

* to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
* to assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
* to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both throughout the town and outside Coleford Town Council;
* to assist all “emergency services” to carry out their lawful duties.

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Council Committee meeting(s) and resolution at Full Council meeting. All agendas are posted on the Town Council notice board at least 3 clear days before Council meetings.

The elected Town Council retains overall responsibility for the scheme.

Coleford Town Council is registered with the Information Commissioner’s Office.

All requests for information from Coleford Town Council will be managed in accordance with the councils Freedom of Information policy. There will be no public access to the system or recordings, but Coleford Town Council will cooperate, by formal request, with insurance companies or agencies. There will be a charge in line with the publication scheme for any information requested, in addition to a rate of £25 per request to cover administrative costs. Coleford Town Council will only retain recordings for 60 days unless are required for an investigation.

**Date of policy effective from:** 8th October 2024

**Version: 2**  
**Approving committee:** Full Council  
**Date of review meeting:** 10th June 2025  
**Date for next review:** Year commencing 1st of April 2026 / 2027

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**Coleford Town Council Making a Difference**