



**RYDE TOWN COUNCIL  
DRAFT POLICY  
COVERING THE OPERATION AND USE OF  
NETWORK RYDE CCTV SYSTEM**

*DRAFT: 1010201*

## **1. Introduction**

- 1.1. Ryde Town Council has formed a youth service facility to benefit young people in the Ryde area. The facility, Network Ryde, is based at 147 High Street, Ryde.
- 1.2. Network Ryde uses closed circuit television (CCTV) images to reduce crime and monitor buildings in order to provide a safe and secure environment for members of the public and staff and to prevent the loss or damage to property.
- 1.3. The system comprises 2 fixed cameras.
- 1.4. The system does not have sound recording capability.
- 1.5. The CCTV system is operated by Network Ryde and the deployment is determined by the Senior Youth Worker at Network Ryde under guidance from the Ryde Town Council Clerk.
- 1.6. The CCTV is monitored from Network Ryde offices and remotely by the Senior Youth Worker and other staff as necessary.
- 1.7. The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV and the associated images is covered by the Data Protection Act 2018. This policy outlines the Council's use of CCTV and how it complies with the Act.
- 1.8. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Network Ryde recognises that during periods where children and young people are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. An option will be made available to a designated and responsible individual to temporarily isolate CCTV coverage during applicable periods.

## **2. Statement of Intent**

- 2.1. Ryde Town Council and Network Ryde comply with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published on the ICO website.
- 2.2. In areas where CCTV is used, Network Ryde will ensure that there are prominent signs placed within the controlled area.
- 2.3. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

### **3. Siting the Cameras**

- 3.1. Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. Ryde Town Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018.
- 3.2. Ryde Town Council will make every effort to position cameras so that their coverage is restricted to the immediate premises, which will include an area covering the main entrance.
- 3.3. Members of staff should have access to details of where CCTV cameras are situated.

### **4. Covert Monitoring**

- 4.1. Ryde Town Council and Network Ryde will, not under any circumstances, carry out covert monitoring.

### **5. Storage and Retention of CCTV images**

- 5.1. Recorded data will be retained for no than 2 months. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.2. All retained data will be stored securely.

### **6. Access to CCTV images**

- 6.1. Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available.

### **7. Subject Access Requests (SAR)**

- 7.1. Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.
- 7.2. All requests should be made in writing to the Ryde Town Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.
- 7.3. The Council will respond to requests within 28 calendar days of receiving the written request and fee.
- 7.4. The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **8. Access to and Disclosure of Images to Third Parties**

- 8.1. There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Town Council where these would reasonably need access to the data (e.g., investigators).
- 8.2. Requests should be made in writing to the Ryde Town Council Clerk.
- 8.3. The data may be used within the Town Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures. CCTV will only be used when a discipline and grievance procedure has previously been reported through other means.

## **9. Complaints**

- 9.1. Complaints and enquiries about the operation of CCTV at Network Ryde should be directed to the Town Clerk in the first instance.

## **10. Further Information**

- 10.1. Further information on CCTV and its use is available from the following:
  - CCTV Code of Practice (published by the Information Commissioners Office)
  - Regulation of Investigatory Powers Act (RIPA) 2000
  - Data Protection Act 2018

## Appendix A Checklist

This CCTV system and the images produced by it are controlled by the Ryde Town Council 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 2018).

Ryde Town Council and Network Ryde has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime, the protecting the safety of the young people attending Network Ryde and the safety of the public. It will not be used for other purposes. Network Ryde conducts an annual review of its use of CCTV.

Task	Checked (Date)	By	Date of Next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
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.			
There are visible signs showing that CCTV is in operation.			
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 (e.g., for a theft to be noticed) and the incident to be investigated and no more than 2 months.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the Ryde Town Council Clerk 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.			

## Appendix B CCTV Signage

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. Ryde Town Council is to ensure that this requirement is fulfilled.

The CCTV sign should include that the area is covered by CCTV surveillance.

## Appendix C CCTV Access Request Form

## ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address  Post Code: Tel.No:		Description of applicant and any distinguishing features (e.g. clothing)	A recent photograph may be necessary to aid identification.
Signature of Applicant  (or parent/guardian if under 18)			
Reason for request - to be submitted to Ryde Town Council.  			
Continue overleaf if necessary			
Received by:	Ryde Town Council Clerk	Date Received	Time Received
Approved By:	Ryde Town Council Clerk	Request Approved  YES/NO	Date Applicant Informed: