

RAYLEIGH TOWN COUNCIL'S CCTV POLICY

1. CCTV cameras will be located to protect Town Council owned equipment and areas of responsibility.
2. Appropriate signs will be displayed wherever CCTV exists.
3. Only RTC staff will download images.
4. Downloaded images will be given to the police only in evidence bags, which will be signed for on collection by the police. These images then become the responsibility of the police and they must follow the code of practice in their handling of them.
5. If a request comes in for an image from a private person it will be referred to the Town Clerk who will seek advice from the ICO. Steps will be taken to disguise the identities of other parties if any images have to be released to private individuals.
6. DVRs are password protected and are in appropriate locked boxes.
7. The Town Council will abide by ICO instructions regarding all aspects of CCTV.
8. This policy is reviewed annually in July.