



CYNGOR TREF ABERMAW | BARMOUTH TOWN COUNCIL
Swyddfa'r Cyngor | Council Offices
Theatr y Ddraig | Dragon Theatre
Abermaw | Barmouth
Gwynedd
LL42 1EF

www.barmouthtowncouncil.gov.uk
clerk@barmouthtowncouncil.gov.uk

CCTV Requirements & Policies

Date	Version	Comment	Approval Status
22/02/2023	0.1	Initial draft for comment	Draft

1. Overview

This document sets out the requirements for a CCTV system in Barmouth and the policies that will govern its use.

2. Background

The Barmouth CCTV system was initially put in place by a volunteer group who raised the money themselves and managed the project. Barmouth Town Council has supported the project financially. Over the years this has been very successful and used multiple times to support the police and led to successful prosecutions. Due to changes in personal circumstances responsibility was handed over to Barmouth Town Council in late 2021.

In January 2022 the system started experiencing major faults and efforts were made to fix it and get things up and running again. Dyfed CCTV managed to restore operation but advised that the system needed either a major overhaul or completely replacing.

3. Requirements

3.1. Purpose of system

- To support the police in their investigation of reported crime
- As a deterrent to reduce anti-social behaviour and crime
- To support external bodies in private prosecutions. e.g. solicitors, insurance companies, Gwynedd Council enforcement officers.

3.2. Scope of system

Several meetings with the previous volunteer group and other community groups (e.g. Bowling Club, Friends of Memorial Park, Friends of Wern Mynach, Football Club, Dragon Theatre) have identified the revised coverage for the CCTV system.

- Replacement of existing CCTV cameras (orange)
- Extension to cover additional locations (red)
- ANPR cameras at the entrance & exit point of town (blue)
- Coverage of main car parks & Memorial Park (purple)

- Coverage of PROM, including facilities to aid in beach safety and missing person searches (pink)



The scope has been reviewed with the Police and agreement has been reached to house the central servers in the Police Station in Barmouth. A requirement to be able to access the recorded footage has been added to the specification.

4. Data Protection

The CCTV system will have the capability of functions that may need review as part of the relevant Data Protection acts. The software provided with the cameras has the capability of facial recognition and the ANPR cameras can identify specific vehicles. It is not the intention to use active tracking of vehicles, the ANPR capability will be used for tracking the movement of vehicles involved in crime. For the planned usage of the system, a Data Protection Impact Assessment is not required.

However, since the system has the capacity to process personal data, an assessment has been carried out and risks identified. Actions have been identified and carried out to minimise risk.

5. Usage of system

The CCTV system will only be used as defined in section 3.1 above.

5.1. Retention interval

The system will have a recording capacity of 28 days, after that time footage will be overwritten.

5.2. Access to the footage

- Access to the footage will only be by the following people:
 - The Police.
 - An operator approved by Barmouth Town Council and trained on use of the system and the policies in this document.
- Access to the footage will only be under the following conditions:
 - By the Police in response to a reported crime.
 - By the approved operator in receipt of a request from an official body, e.g. insurance company, solicitor, local government enforcement agency. These requests must be made in writing via the dedicated email address advertised.
- A charge may be made to provide the footage to a third party.

5.3. Copying Footage

- In the event that footage is found that meets the conditions above, then it can be copied from the primary recorder to ensure that it is not overwritten. The following procedure needs to be used:
 - The data must be stored securely.
 - A log must be kept detailing the footage stored, the date it was saved, the purpose for saving it, the contact name requesting the data, any further relevant information and the date for destruction of the data. A template for an incident sheet is in Appendix 1, and a log in Appendix 2.
 - All requests to view footage must be reported to a nominated Town councillor
 - Before the data is handed over to a third party, the third party must agree to the terms and conditions listed in Appendix 3 and return the form signed showing their agreement.
 - Data should be transferred to the third party securely.

5.4. Destruction of Copied Footage

- The copied footage should be destroyed within 6 months of the completion of any relevant case or prosecution.
- The authorised person should check with the third party to ensure they have also destroyed the footage.

6. Public Communication

6.1. Visible signage

Signs shall be displayed around the areas covered by CCTV cameras. These signs shall have a way of contacting the Town Council.

6.2. Access to Policies & Documentation

All documents & policies shall be available online and on application to the CCTV contact email.

6.3. Complaints

The Barmouth Town Council complaints procedure shall be used to handle any complaints regarding the CCTV system.

7. System Review

7.1. Review Team

A team shall review the policies, procedures, adherence to procedures and system annually. The results of this review shall be reported to the full Town Council. It shall be minuted that this review has taken place and the outcome of it.

The Review team will consist of:

- The Authourised Person accessing the records on behalf of the Council
- The nominated Town Councillor responsible for they system
- The Town Clerk responsible for ensuring Council activities are within the law
- A representative from the Police.

7.2. Review Structure

The Annual Review will cover:

- A review of the policy and procedures to see if any updates are needed
- A summary of the requests for information and the results of any footage used
- A review of the incident sheets to ensure all footage has been destroyed that should be
- A review of any complaints or feedback received from the community
- A review of the effectiveness of the system to identify any gaps in coverage or any areas that do not need cameras in them
- A review of any maintenance that has been carried out during the year or may be necessary in the following year

The outcome of the review will be a report to the Town Council including any recommendations for changes and an outline of costs for the following year.

Appendix 1: Incident Sheet for recordings saved from central recorder

Ref Number:

Date Requested:

Requested by:

Incident Date:

Brief description of incident:

Town Councillor notified (name & date):

Date Footage Copied:

Details of footage (camera number, date & time)

Date sent to requester:

Date to be destroyed:

Date destroyed:

Notes:

Appendix 3: Release form for Third Party.

The form on the next page should be completed by the Authorised Person for Barmouth Town Council. When returned it should be stored securely until confirmation has been received that any recordings have been destroyed then the form should be sent to the Clerk of the Town Council for archiving.



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CCTV Footage Release Form

Barmouth Town Council will release footage from their CCTV system to the named individual below for the sole purpose listed. Footage must be secured securely by the person named, and destroyed when the case is closed. The footage is not to be shared with anyone else. If another party need access to the footage they must apply to Barmouth Town Council for their own copy of the footage.

To be completed by Barmouth Town Council:

Ref number:

Date of incident:

Date footage requested:

Details of footage released (camera number, date & time):

Signed on Behalf of Barmouth Town Council:

Date:

To be completed by the recipient:

Details of case e.g. insurance claim, personal injury, enforcement etc:

Expected case end date:

- I certify that the footage I receive will be stored in a secure way.
- I certify that the footage will only be used for the purpose above and will not be shared with anyone else.
- I certify that I will notify Barmouth Town Council when the case is closed and destroy all footage within 6 months.

Name:

Company:

Signature:

Date: