



# Process for footage requests for Noak Bridge Parish Council CCTV

## Basildon Borough Council

Basildon Centre  
St Martins Square  
Basildon  
SS14 1DL

01268 533 333  
[www.basildon.gov.uk](http://www.basildon.gov.uk)

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## 1. Introduction

There is a responsibility under Section 17 of the Crime and Disorder Act 1998 for local authorities to consider crime and disorder reduction while exercising their duties.

Noak Bridge Parish Council own a public space CCTV system where there is a memorandum of understanding (MOU) between Noak Bridge Parish Council and Basildon Borough Council.

The CCTV installations are owned by Noak Bridge Parish Council and are maintained and monitored by Basildon Borough Council. Basildon Borough Council acts as a data processor for Noak Bridge Parish Council, who remain at the data controller.

## 2. Monitoring Live and Recorded Images

All Basildon Borough Council staff responsible for monitoring the Noak Bridge CCTV system have completed the necessary training to obtain an SIA licence for CCTV Monitoring and will have received familiarisation training before being allowed to work unsupervised.

## 3. Incidents Involving Police Attendance

If an incident is reported and the Police request footage from the Noak Bridge Parish Council CCTV system, the footage can be secured by downloading it on site at Basildon Borough Council office, the Basildon Centre. Images are stored on the hard drives at each camera location for a period of 28 days and will not be available, unless secured, beyond this time frame.

Operators will, in liaison with the police, review the recorded images within 4 days. Release of images will be in compliance with the Basildon Borough Council CCTV Code of Practice.

If an incident is observed that, in the judgement of the police does not warrant police action, then viewing of the images will take place as and when enquiries or investigations need to be made.

Full unedited recordings or copies of those recordings, will not be permitted to be removed from the Control Room by anyone other than the police. To do so would breach the Data Protection Act.

Save for liability for death or personal injury arising from their negligence, the Council will not be liable to Noak Bridge Parish Council in respect of any loss or damages incurred by the Parish Council as a result of a failure by the Council or their employees to provide the Service.

## 4. Incidents Involving third party and/or members of the public requesting footage

Primary and secondary requests to view data generated by a CCTV system are likely to be made by third parties and members of the public.

The GDPR allows individuals to have copies of any personal data held by the Council, including recorded CCTV images. The Council's Data Protection Officer handles requests which are made through the application of a Subject Access Request.

Please refer to the Basildon Borough Council CCTV Code of Practice for more information on requests for data and subject access requests and the Council website link below.

[CCTV - Requests for CCTV footage - Basildon](#)

[CCTV - Code of Practice - Basildon](#)

[CCTV Policy 2021-2026 - Basildon](#)

## 5. Surveillance Compliance

Basildon Borough Council will complete the Surveillance Camera Commissioner's Self-Assessment tool on an annual basis for all uses of CCTV which will confirm compliance with the twelve guiding principles of the Surveillance Camera Code of Practice in conjunction with the Council's own Code of Practice for the operation of CCTV.

- There is still a legitimate reason to maintain the CCTV
- The CCTV cameras continue to provide images of sufficient quality
- Signage remains up to date and relevant