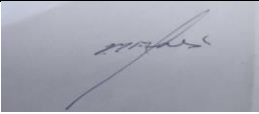

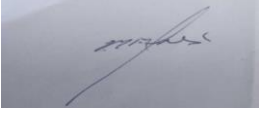




CCTV Policy

Policy Owned by	Date adopted by the Governing Body	Signed on behalf of the Governing Body	Review date
C Foulkes - Headteacher	Spring 2023		Spring 2024
C Foulkes - Headteacher	Spring 2024		Spring 2025
C Foulkes - Headteacher	Spring 2025		Spring 2026



Surveillance Camera Systems on Council Owned Property Policy

(Inc. Buildings, Vehicles, Sites)

Author / Custodian:	Emma Dowell (CCTV Manager)
Date agreed and implemented:	
Agreed by:	Ysgol Maes Owens Governing Body
Frequency of Review:	Annually
Review date:	
Data Protection Impact Assessment (DPIA) completed: (date)	08/03/2024
Member involvement (if any)	
Internal or Public Domain:	

VERSION CONTROL:			
Reference:	Status:	Authorised by:	Date:

V1			

1. Introduction

1.1 The aim of this policy is to ensure that council staff involved in running independent surveillance systems understands the principles, which govern the operation of CCTV camera's and recording equipment situated in council owned -property and vehicles.

The purpose of CCTV cameras and recording equipment within council property is to improve security and provide additional protection to staff that work in them.

This policy sets out the aims of the Council's CCTV systems and how they will be used.

The system will not be used for any purpose than those set out in this document without prior notification to staff and following consultation with the Trade Unions.

The day-to-day management of the CCTV systems within Council buildings will be the responsibility of the Responsible Officers listed in **Appendix A**.

2. Legislation

CCTV operations are subject to legislation under:-

2.1 The *Data Protection Act 2018 (DPA 2018)* and the **General Data Protection Regulation (GDPR)**

All Conwy County Borough Council's CCTV systems are registered under the Data Protection Act. All enquiries regarding Data Protection should be directed to the Council's Information Regulation Manager.

2.2 The Human Rights Act 1998 (HRA).

2.3 The Protection of Freedom Act 2012.

Resulting in the Surveillance Camera Code of Practice 2013.

[Surveillance camera code of practice - GOV.UK](#)

2.4 The Freedom of Information Act 2000 (FOIA)

2.5 The Regulation of Investigatory Powers Act 2000 (RIPA).

2.6 Local Council policies, procedures and guidelines.

Conwy County Borough Council CCTV Department is the Single Point of Contact with regard to all image based overt and covert surveillance capabilities throughout the authority, including public space and building CCTV, drones, ANPR, body cams and subsequent audio recording. Enquires 01492 575113 cctv1@conwy.gov.uk

It will be rare for small building CCTV systems to be required to respond to request for assistance under RIPA. The Council has a RIPA Policy and guidance and this should be consulted if surveillance work is being undertaken.

It is important that the operation of all Council run CCTV systems comply with these acts and council policies, procedures and guidelines and this CCTV Policy. They should also show due regard to the Surveillance Camera Code of Practice 2013 (**see 2.3**)

When clarification is required Responsible Officers (Head of Services) should contact the Council's Legal department for advice and guidance.

3. Purpose Statement

3.1 It is important that all staff and as well as those responsible for operating the CCTV system understands exactly why the system has been introduced and what it will and will not be used for.

The key objectives of the CCTV camera in Council buildings and vehicles are

- To enhance premises security.
- To enhance the security and protection of staff in public areas and where direct contact with the public takes place.
- Crime Prevention and Public Safety
- To deter and detect cases of Anti-social behaviour.
- To assist in the identification of offenders leading to their arrest and successful prosecution.
- To discourage aggressive or violent behaviour towards staff.
- To reduce staff's fear of crime or aggressive or violent behaviour.
- To provide evidence in cases of alleged disciplinary offences by members of staff (see section 5)

3.2 Privacy

We respect and support the individual's entitlement to go about their lawful business and this is a primary consideration in the operation of the system. Although there is inevitably some loss of privacy when CCTV cameras are installed, cameras will not be used to monitor progress of individuals in the ordinary course of lawful business in the area under surveillance. Individuals will only be continuously monitored if there is reasonable cause to suspect an offence or serious breach of discipline has been, or may be about to be committed.

Breaches of this section of the policy by staff could be regarded as gross misconduct and may lead to disciplinary action, which may result in dismissal.

A Privacy Notice will be published and a Data Protection Impact Assessment should be completed for each and every Surveillance System and reviewed on a regular basis.

Appendix B.

3.3 Cameras

Most cameras are sited so that they are clearly visible and publicity will normally be given to the system by clear signing. This will ensure that both the maximum deterrent value is achieved and that the public and staff are clearly aware when they are in a monitored area. A copy of this policy will be made available to all staff or members of public on request and consideration should be given to publishing on websites where possible.

However, concealed and unsigned cameras may be used in areas of high security where there is no legitimate public access and only limited/restricted/controlled staff access. Where concealed cameras are used in areas other than these, Council staff that normally work in those areas will where appropriate be informed of the location of the cameras and the position of the monitors.

The system will not utilize non-functioning or “dummy cameras”. Although “dummy cameras” can often increase the deterrence value of a CCTV scheme. They can also dangerously mislead the public or staffs, who believe that they are in a monitored area when in fact they are not. This could compromise their safety.

The systems will not in general record audio/speech. Except in exceptional circumstances following a full privacy impact assessment.

3.4 Monitoring

CCTV monitors sited behind reception areas are intended to provide live monitoring of reception areas by Departments. It is the responsibility of the Departments concerned to operate the monitors and keep the reception under view. Persons authorised by the Responsible Officers will carry out any monitoring of other systems.

3.5 Viewing Images and the Provision of Evidence

The provision of evidence or viewings will normally be requested either by the police or another Council department conducting an investigation into criminal activities or disciplinary issues. The release of evidence or permission to view images may only be authorised by the Responsible Officer or in their absence, the Head of Service.

3.6 Breaches of the Policy

Any breach of the policy is a serious matter

Staff who are in breach of this policy will be dealt with according to the Council's disciplinary procedures a process that could ultimately result in their dismissal.

The responsibility for guaranteeing the security of the system will rest with the Responsible Officer of the system concerned. These officers will, in the first instance, investigate all breaches or allegations of breaches of security and will report his/her findings to their Head of Service and Directors.

4. Recording Systems

The majority of the Council's CCTV system uses either an analogue or digital recording system. Analogue systems use traditional video recorders and videotapes. Digital systems use computer hard drives and Compact Discs. Guidance on each type of recording system is given below.

All staff required to operate CCTV equipment are to receive training in the use of the equipment and must conform to this Code of Practice.

They will be required to sign a confidentiality statement '**Appendix C**' which prohibits them from making any material available for purposes other than those stated in the policy. Any other staff having access to the equipment will also sign a confidentiality statement. Once signed, the confidentiality statement should be placed in the person's personal file.

Except for evidential purposes images will not be copied in whole or in part.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment. Images provided to the Police or other enforcement or investigatory agencies shall at no time be used for anything other than the purposes for which they were originally released. All stored images, analogue or digital remain the property of Conwy County Borough Council.

All control and recording equipment will be kept in a secure location and no access will be granted to unauthorized staff.

A CCTV Register or Incident Log should be maintained, recording all incidents, events, viewings, camera faults etc. '**Appendix D**'

Recorded materials may need to be submitted as evidence in criminal proceedings or at internal disciplinary hearings and therefore must be of good quality, and accurate in content. All material provided as evidence will be treated in accordance with clearly defined procedures either under the Police & Criminal Evidence Act (PACE), this Code of Practice or the Council's main CCTV Code of Practice to ensure continuity of evidence and to ensure a clear audit trail.

4.1 Analogue Recording Systems

On analogue recording systems cameras are linked to video-recording machines. There will be 24 hour a day 7 days per week recording of all Cameras.

A library of videotapes will be maintained which is sufficient for the purposes of the recorded systems, including a supply of spare videotapes to replace any removed for evidential purposes.

Routine recordings will be retained for a maximum of 31 days and then erased before re-use in accordance with defined operating procedures.

Details of reviewing of videotapes will be logged in a CCTV Register '**Appendix D**' which shall be maintained by the Responsible Officer for each system.

4.2 Control of Videotapes

All videotapes and the images they contain will remain the property and copyright of Conwy County Borough Council.

Each new videotape will be clearly and uniquely marked by laser print before being brought into operation.

At each use the identification number of the videotape, date, time of removal will be noted in the Media Movement Record. Between uses tapes will be filed in a secure cabinet in such a way that completeness of the archive is immediately apparent. The Media Movement Record will be stored in a secure place. Videotapes will not be used more than 12 times and will be erased prior to disposal.

4.3 Digital Recording Systems

The digital recording system links cameras to a digital-recording machine normally controlled through a computer or a recorder. The basic features are the same as an analogue system except that it records cameras onto a computer hard drive and then compact discs are used to make copies of the images available to investigating officers instead of using traditional videotapes. All cameras are recorded 24 hours a day, 7 days per week.

A library of compact discs (CD-R) will be maintained for the provision of evidence from the hard disc recorder. CD-R's may only be issued for investigation and evidential purposes.

Routine recordings will be retained for a period of 31 days on the hard disc and then be overwritten. Specific evidential material will be retained in a separate temporary file on the hard disc for the period of the investigation or prosecution and then be deleted.

Retention periods of all devices should be documented in a Retention Schedule '**Appendix F**' and also recorded in the *Corporate Information Asset Register*.

Details of viewing of digital images will be logged in a CCTV Register '**Appendix D**', which shall be maintained by the Responsible Officer.

4.4. Control of Images

All images will remain the property and copyright of Conwy County Borough Council.

Each new CD-R disc must be clearly marked with indelible ink before it is brought into operation.

Each use or issue of a CD-R disc will be noted in the Media Movement Record. **Appendix E**. Unused discs or discs awaiting issue will be held in a secure cabinet in such a way that completeness of the archive is immediately apparent. The Movement Record will be stored in a secure place. All CD-R discs, will be erased prior to reuse or disposal.

4.5. Evidential images on CD-R Discs

A record will be made in the Media Movement Record '**Appendix E**' of the release of CD-R discs to the Police or to other authorised applicants. A certificate, accepting responsibility for the CD-R will be signed before the CD-R is allowed to be removed.

When images are used under these circumstances a copy of the released images is to be held in a separate temporary file on the digital recorders hard disc. This will ensure the completeness of the archive for the specific period. Once the issued CD-R disc is no longer required (see retention periods) the images are to be deleted from the hard disc.

5. Disciplinary Offences

- 5.1.** Images can be used in disciplinary procedures as set out in Council Policies and Procedures. However, they will NOT routinely be used for the purpose of monitoring working practices.
- 5.2.** Tampering with cameras, monitoring or recording equipment, images or recorded data by staff will be regarded as gross misconduct and will lead to disciplinary action, which may result in dismissal or criminal prosecution

6. Complaints

- 6.1. Formal complaints will be dealt with in accordance with the Council's formal complaints procedure or internally in accordance with the grievance policy.
[Complaint](#)

7. Advice and Useful Contacts

Delyth Jones
Head of Legal Services
Conwy County Borough Council
Bodlondeb, Conwy.
LL32 8DU.

Tele No 01492-576109

legal@conwy.gov.uk

Dylan Berrie
Information Governance Unit
2 Floor Library Building
Mostyn St. Llandudno
LL30 2RS.

Tele No 01492-577215

info-gov.unit@conwy.gov.uk

Emma Dowell

CCTV Manager

PO Box1

Regulatory Services and Housing

Coed Pella

Colwyn Bay

LL30 9GN

Tele No 01492-575113

[Single Point of Contact for CCTV Camera Systems and Surveillance Equipment \(conwy.gov.uk\)](http://conwy.gov.uk)

Emma.dowell@conwy.gov.uk

8 The guiding principles of the Surveillance Camera Code of Practice

System operators should adopt the following 12 guiding principles:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Find out how well you comply by using:-



Appendix 'C'

To Code of Practice

For CCTV in Council Run Buildings

CCTV SYSTEMS IN COUNCIL PREMISES

CONFIDENTIALITY STATEMENT AND UNDERTAKING

I understand that, as part of my contract of employment with Conwy County Borough Council, I will be required to operate Close Circuit Television monitoring and recording equipment (CCTV equipment) installed as part of the Council building security arrangements.

I confirm that I have had explained to me and fully understand the importance of operating and using the CCTV equipment entirely in accordance with the Code of Practice and all other instructions governing this issued to me from time to time. In particular, I understand the need to maintain confidentiality about events and/or staff or public movements seen or recorded by the CCTV equipment, unless required or authorised to disclose these in accordance with the Code of Practice.

I therefore undertake not (except in the proper course of my duties with the Council and as required or authorised by the Code of Practice), during or after my period of employment with the Council, to divulge to any person whatsoever or otherwise make use of (and will use my best endeavours to prevent the improper publication, disclosure or use of) any information about events and/or staff or public movements seen or recorded by the CCTV equipment.

I understand that any breach of this undertaking, the Code of Practice or other instructions concerning the use or operation of the CCTV equipment may amount to gross misconduct and will result in disciplinary action, which may lead to my dismissal. I also understand that, if such breaches involve the supply of information or material to a third party for gain or reward, the Council will be entitled to the return of any payment (actual or in kind) received by me and will take legal action to enforce this

Signed.....

Name.....

Dated.....

In the presence of (signature and name of witness).....



APPENDIX 'A'

To Code of Practice
For CCTV in Council Run Buildings.

Enter details of Responsible Officers.

Name	Dept/Position	Contact Details
Catrin Foulkes	Headteacher	
Michelle O'Connor	Deputy Headteacher	
Rachel Marland	Business Manager	

Angela Wilson	School Admin	
Jo Remers	Teaching Assistant	
Victoria Lumsden	HLTA	

Appendix 'B'



CONWY COUNTY BOROUGH COUNCIL

SURVEILLANCE CAMERA DATA PRIVACY IMPACT ASSESSMENT FORM

This form should be completed by staff requesting to install surveillance cameras, e.g. for building security purposes or deployable cameras for use of monitoring public spaces for offences of environmental crime, ASB etc.

DATA PROTECTION IMPACT ASSESSMENT TEMPLATE

Statutory requirements in Section 64 DPA 2018 and article 35 of the GDPR are that your DPIA must:

- Describe the nature, scope, context and purposes of the processing;
- Assess necessity, proportionality and compliance measures;
- Identify and assess risks to individuals; and

- Identify any additional measures to mitigate those risks.

Name of applicant: Rachel Marland

Position: School Business Manager

Proposed location for camera(s):

The location of the CCTV cameras are as follows:

- 1 Fixed camera located at the school foyer (Camera 1)
- 1 Fixed camera located in the school admin office.
- 1 Fixed camera located in the second office (HT's old office)
- 1 Fixed camera located at the top end of the corridor facing the outside exit door and pupil kitchen (Camera 2)
- 1 Fixed camera facing towards Maes Owen staff car park running parallel to the building (camera 3)
- 1 Fixed camera facing the boundary gate on school yard onto the school car park (camera 4)
- 1 Fixed camera situated on the bottom playground facing caravan park (Camera 5)
- 1 fixed camera located top end playground facing the school field (Camera 6)
- 1 Fixed Internal camera located top end playground facing the caravan park (Camera 7)
- 1 fixed internal camera located top end of playground facing onto the school field (Camera 8)
- 1 fixed internal camera situated bottom of the playground facing up covering the gate to the top path (Camera 9)
- Rotational camera located on the top of the building covering bottom end of school playground toward Towyn Fun Club (camera 10- visibility poor)

<p>For what purpose(s) will the CCTV be used, have you a lawful basis for using it? (e.g. Public Task)</p>	<p>The lawful basis for processing is contained in the school's Privacy Notice (Pupil). The lawful basis is Legitimate and includes the following:</p> <ul style="list-style-type: none"> ▪ Article 6 and Article 9 (Special Category Data) under Data Protection Law ▪ The Common Law Duty of Care ▪ Health and Safety at Work Act ▪ Safeguarding Vulnerable Groups Act ▪ Working together to Safeguard Children Guidelines (DfE) <p>Does the processing achieve your purpose? – Cameras are located in areas where pupils and staff have access. Cameras are not located in areas where privacy is expected.</p> <p>– The lawful basis for processing will be contained in the school's Privacy Notice (CCTV). Where there have been material changes to the way CCTV is used, the school will undertake a review of its CCTV system to ensure compliance and mitigate against 'function creep.'</p> <p>How will you ensure data quality and data minimisation? The data from the CCTV footage automatically deletes after a period of 31 days. The school will continue to be compliant with its CCTV Policy.</p>
<p>What are the problems it is intended to address?</p> <p>Where is your evidence?</p>	<p>What is the aim of the project? – CCTV consistently delivers benefits in terms of improved health and safety and security within schools. It complements other security measures which are in place within the school.</p> <p>CCTV aims to achieve the following:</p> <ul style="list-style-type: none"> ▪ Improve the health and safety and security of pupils, staff, and visitors ▪ Protect the school buildings and internal infrastructure ▪ Improve pupil behavior ▪ Reduce vandalism ▪ Provide assistance in the detection and prevention of crime <p>Parents have the assurance that their children are safe whilst in school. The Board of Governors are also of the opinion that this is the case.</p>
<p>What are the benefits to be gained from its use?</p>	<p>We wish to achieve and maintain high levels of safety for our children, staff and visitors. An improved quality CCTV system will enable the school to review incidents/ accidents, aid crime prevention from risk of burglary and maintain our strong culture of safeguarding which will be of great benefit to us.</p> <p>It also achieves for the school the following benefits:</p> <ol style="list-style-type: none"> 1. demonstrates a duty of care to its pupils, staff, and visitors

	<ol style="list-style-type: none"> 2. protects the fabric of the school both externally and internally 3. as a consequence of this budgets can be reduced/deferred to other school projects 4. encourages improvement pupil behavior 5. provides assistance in the detection and prevention of crime 6. to assist in managing the school <p>CCTV system is be referenced in the school's Privacy Notice (Pupil)(Workforce and Governors and Volunteers).</p>
Can less privacy-intrusive solutions (e.g. improved lighting) achieve the same objectives?	Security lighting in situ outside foyer in the car park
Do you need images of identifiable individuals, or could the scheme use other images not capable of identifying individuals?	<p>No, Identifiable CCTV images are required for identifying individuals from the system and the images can then be used in both criminal and civil court cases.</p> <p>If a Subject Access Request is made data may be downloaded or copied for release to the data subject or a third party</p>
Will the particular equipment/ system being considered deliver the desired benefits now and remain suitable in the future?	It is IP based and suitable for Firmware Upgrades in the future.
What (if any) future demands may arise for wider use of the images and how will you address these?	<p>What information will you give the individuals? – The school will inform pupils, staff and visitors that CCTV is in use by installing signs detailing the scheme and its purpose, along with a contact telephone number. The school does have a Privacy Notice for its CCTV.</p> <p>How will you help them support their rights? – The school has a Subject Access Request procedure in place to ensure compliance with Data Protection Law.</p>
What are the views of those individuals (if any) who will be under surveillance?	The decision to install the CCTV system was agreed by Ysgol Maes Owen Board of Governors.

	<p>This has been communicated to parents and pupils via the school's CCTV Privacy Notice. This is published on the school website.</p>
<p>What could you do to minimise intrusion for those that may be monitored, particularly if specific concerns have been expressed?</p>	<p>Guidance has been followed on advice from the CCBC Surveillance Single point of Contact (SPOC) the Surveillance Camera Commissioner (Home Office) and the Information Commissioner Office (ICO)</p> <p>Ysgol Maes Owen has updated its Privacy Notice for its CCTV system. It highlights who the school will share the personal information with and how long the information will be kept. The Privacy Notice (Pupil) and Privacy Notice (Workforce) documents what rights an individual has regarding their personal information.</p> <p>Reference is made to the CCTV system in the school's Information Asset Register.</p>
<p>Is appropriate signage informing individuals of the camera in place, has there been any consultation with those who may be under surveillance. (if required)?</p>	<p>CCTV signage is in situ and states a contact telephone number. The school will continue to be compliant with its Data Protection Policy.</p>
<p>Can you describe the information flows? (e.g. Is there a Code of Practice detailing, retention periods, how the data is captured, is there use of audio, ANPR, facial recognition etc. ?)</p>	<p>How will you collect, use, store and delete data? – The CCTV system will provide the school with pictures from fixed based cameras on the school building and grounds the school and the images will be transmitted/captured on a digital video recorder (DVR). The CCTV system is operational 24 hours a day, 7 days a week. Recordings are kept for 31 days and then automatically deleted.</p> <p>The images are transmitted to a digital video recorder (DVR) which is housed in Swyddfa Mrs. Mac. Access is restricted via a locked door. Access to the school is via a secure door entry system. The school reception is manned throughout</p>

the school day. The images are stored on the hard drive of the digital video recorder. A password is required to view the CCTV.

The transmitted images can be viewed live in the Swyddfa Mrs. Mac on a video screen by the Headteacher, named staff, Business Manager and Local Authority.

What is the source of the data? – The CCTV system provides still/video pictures, which are transmitted from cameras positioned in various locations throughout the school. All of the CCTV cameras are fixed on a particular scene, one camera is a rotational camera.

Will you be sharing data with anyone? – The information is used to ensure the health and safety and security of pupils, staff and visitors. They can be used to detect unauthorised visitors, pupils with poor behavior/internal truancy, and protection of damage to school assets. The information may be shared with Senior Leadership Team and the Police for investigation and enforcement purposes.

Disclosure of data is covered by the school's internal processes which are fully compliant with relevant legislation and Codes of Practice (please see the school's CCTV Policy).

By default the CCTV may be picking up special category data including race/ethnic origin and the health of an individual.

What types of processing identified as likely high risk are involved?

CCTV has the potential to be used as

Innovative technology – Processing involving the use of new technologies, or the novel application of existing technologies, including artificial intelligence (AI).

CCTV System use of AI is restricted for use with setting up tripwares and alerts if the boundaries are breached when the site is closed. No other AI is in use.

	<p>Recording is un-enabled by default.</p> <p>Biometric data Any processing of biometric data for the purpose of uniquely identifying an individual.</p> <p>The CCTV System does not collect biometric data or make use of Facial Recognition feature.</p> <p>Therefore there is no processing that is likely to be high risk.</p> <p>Individuals can request copies of CCTV data which contains their personal information by submitting a subject access request.</p>
Proposed time period for installation of the CCTV	System installed prior to 2013
This Section to be completed by the SPOC for CCTV	
Is the proposed system in accordance with the law? (Primarily the Data Protection Act (GDPR) and Human Rights Act)	No cloud storage is being utilised, local recordings only.
Is it necessary to address a pressing need, such as public safety or crime prevention?	
Is it justified in the circumstances?	
Is it proportionate to the problem that it is designed to deal with?	

Approved by Director of Legal Services / Deputy Secretary	
List Organisation(s) that will use the data derived from the CCTV. Name the Data Controller & Data Processor (s)	
Date	

Appendix 'E'

To Code of Practice

For CCTV in Council Run Buildings.

MEDIA MOVEMENT RECORD

Incident Date	Media URN	Inserted by	Signature	Date of Media download	Media Seized by	Signature	Company	Destruction details

URN. Unique reference number.

Log

Date	Time	Details	USER ID

Appendix 'F'

To Code of Practice

For CCTV in Council Run Buildings

Retention Schedule for CCTV Version: 001.1

CY = current year CM = current month.

Depending upon the trigger point for retention, current year/month will relate to year/month of creation or closure.

Records	Format	Status	Retention Period	Trigger Point for Retention	Action Following Retention Period	Authority guiding record creation & retention	Updates
Camera Unit (some cameras can record on board)							
Conwy Server/Recorder							
Hard Drive	Any	Live	31 days	Automatically deletes	Automatically deletes footage		
Disc/DVD							