

Camera Borrowing Agreement (V1. Nov 2022)

A local parish/town council, or local community organisation, can book and borrow thermal cameras, for two-four weeks use. **If you want to borrow more than one camera per organisation, please complete one of these forms per camera.**

In order to borrow a camera, the person booking the camera must complete the application below and confirm they have read and agreed the terms on the next page. This person will be responsible for the camera. Once complete, please return the form to climatechange@eastcambs.gov.uk, and a date for pick up and return can be arranged.

Name of Organisation:	
Person borrowing the camera (which should be the same person completing this form):	
Position within the organisation of the person completing this form (eg volunteer, chair, treasurer):	
Contact details: Tel: Email: Address:	
Preferred Date(s) to Start Borrowing Cameras. Please provide flexibility or options if you can:	
How long do you want to borrow a camera for (tick one option below):	
<input type="checkbox"/> one week:	
<input type="checkbox"/> two weeks:	
<input type="checkbox"/> three weeks:	
<input type="checkbox"/> four weeks:	
The approximate area you are going to target (eg a village, or part of village / town):	
Please set out briefly in the box right, how you intend to take responsibility for looking after the cameras:	
Please set out how you intend to arrange for members of you community to contact you about arranging a visit:	
Please sign and date here, to confirm you have read and agreed to the terms of agreement on the next page	

East Cambridgeshire District Council is committed to protecting the privacy of our users and customers. Please see our privacy notice (<https://www.eastcambs.gov.uk/notices/privacy-notice>) to inform you on how we gather, define and use your information. All your personal information will be held and used in accordance with the UK General Data Protection Regulation (UK GDPR).

Thermal Camera Loan - Terms of agreement

1. I confirm I have consent from the local parish/town council or community group named on the application form to apply for the borrowing of the thermal cameras.
2. Whilst the cameras are insured for loss or accidental damage by ECDC, I agree to make sure that the cameras:
 - (a) **When not in use**, will be locked in safe place (this can be within someone's home, provided stored safely)
 - (b) **When in use**, will only be handled by, and used by, myself or another member or officer of the organisation borrowing a camera, and such persons have agreement to take responsibility for the camera(s).
3. The cameras must not be passed to general members of the community or any other person, even if in the presence of someone qualifying under 2(b).
4. The collection and return of the cameras will be during office hours and at The Grange, Ely, on a day as agreed with the responsible officer at East Cambridgeshire District Council; UNLESS an alternative pick up / return is agreed in advance. It is unlikely a special visit will be made to your settlement to drop off / pick up the cameras, unless you can identify a responsible officer whom works for ECDC and is willing and able to do this for you.
5. Any loss, damage or other issues must be reported as soon as possible to climatechange@ecdc.gov.uk
6. ECDC takes no responsibility for any loss, damage or other harm arising whilst the borrowers of the cameras are undertaking any actions associated with the use of the cameras.
7. The borrowing organisation (and the individuals involved) is fully responsible for establishing their own risk assessment and procedures for the use of the cameras, and the visiting of any premises. If in doubt, please do not enter anyone's land or property, unless you are satisfied it is safe to do so. It is strongly advised that visits are undertaken in pairs, rather than by a single person. Any visits inside a property should be done as pairs for your own safety, and to help prevent the property owner making unwitnessed claims about your visit.
8. You must seek the property owner's consent before you take any photos, take notes or register any information about the property. Any such information to be collected must be agreed in advance with the property owner as to how it will be used. For example, the sharing of photos, information or notes about a property visited must not be made publicly available (such as through websites, newsletters or social media), unless clear written agreement to that effect is given by the property owner. Generalised, anonymous, non-photographic reporting of information (such as reporting in a newsletter that 'we visited 20 properties, half of which we found had leaky windows') is acceptable, but should contain no names, addresses, street names or photos. Any property specific case studies to be published must be agreed in advance with the property owner, with the property owner given the right to review and agree all text/photos prior to publication.
9. The taking and storing of any information (photos, notes or other material) by the borrowing organisation must be done so in a way which is fully compatible with GDPR regulations. Please refer to this guide for further information: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

End/