

# CCTV Policy

## 1. Introduction

The Parish Council is committed to ensuring the **safety and security** of its premises, staff, visitors, and the wider community. To support this commitment, the Council uses **Closed-Circuit Television (CCTV)** systems for crime prevention, security, and the protection of public assets. This policy outlines the **use, management, and monitoring** of CCTV systems in compliance with applicable laws and best practices.

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## 2. Purpose of CCTV

The Parish Council uses CCTV to:

- **Deter and detect** crime and anti-social behaviour.
  - **Monitor and safeguard** staff, visitors, and contractors working on Council premises.
  - **Assist in investigations** of incidents or complaints.
  - **Protect Council property and assets.**
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## 3. Scope and Coverage

The CCTV system covers **publicly accessible areas**, including:

- Council buildings and surrounding premises.
- Public areas around Council offices or meeting halls.
- Council car parks and access points.

CCTV will **not** be used to monitor private or personal activities outside its intended scope.

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## 4. Operational Procedures

- **Signage:** Clear signs will be displayed in all areas where CCTV cameras operate, complying with **data protection regulations**.
- **Data Recording:** Footage will be recorded **24/7** and retained for **30 days**, unless required for ongoing investigations.
- **Access to Footage:** Only **authorized personnel** (Parish Clerk and designated Council members) will manage and access footage.

- **Storage & Security:** CCTV footage will be securely stored and protected from unauthorized access, alteration, or deletion. Data will only be shared in compliance with legal requirements.
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## 5. Legal Compliance

The Parish Council ensures all CCTV activities comply with:

- **Data Protection Act 2018** and **UK GDPR**.
  - **Data minimization:** Only relevant footage is captured.
  - **Purpose limitation:** CCTV is used solely for the purposes outlined in this policy.
  - **Transparency:** Clear notices about CCTV usage are provided to individuals.
  - **Data retention:** Footage is not kept longer than necessary.
  - **Data Protection Impact Assessment (DPIA):** A DPIA will be conducted when necessary to assess privacy risks.
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## 6. Monitoring and Review

The Parish Council will conduct **regular reviews** of its CCTV system to ensure:

- Cameras are positioned correctly and functioning effectively.
  - Audits of access logs are conducted for compliance.
  - CCTV remains necessary for security purposes.
  - A **Data Protection Impact Assessment (DPIA)** is conducted when implementing new CCTV measures.
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## 7. Requests for Footage

- **Subject Access Requests (SARs):** Individuals can request footage involving them by submitting a **written request** to the Parish Clerk. Requests will be processed within **one calendar month**, subject to legal restrictions.
  - **Law Enforcement Requests:** Police and other authorities must provide a **valid legal basis** (e.g., **DPA 2018 Schedule 2 exemptions**) to access footage.
  - **Third-Party Privacy Considerations:** Footage containing third-party data will only be disclosed if privacy concerns are addressed or redacted where possible.
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## 8. Public Awareness and Consultation

- The Parish Council will **engage with the community** regarding CCTV policies where appropriate.

- Staff, the public, and visitors will be informed about CCTV usage.
  - Staff will receive **training** on CCTV operations and **data protection responsibilities**.
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## 9. Breaches of Policy

- **Unauthorized access** or misuse of CCTV footage will be taken **seriously** and may result in **disciplinary action** or legal consequences.
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## 10. Policy Review

- This policy will be **reviewed at least every two years** to ensure continued compliance with legal requirements and best practices.
  - **Adopted by Parish Council:** 20<sup>th</sup> February 2025
  - **Last reviewed:** \_\_\_\_\_
  - **Next review due:** 20<sup>th</sup> February 2027
  - **Signed:** Chairperson: Janet Biggin    Parish Clerk: Kevin Spratt
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This policy maintains a **balance between security needs and individual privacy rights**, in full compliance with current data protection laws.