

Parish Council

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Parish Council CCTV System Policy

Policy Title: CCTV System Installation and Use Policy

Effective Date: January 2025

Review Date: May 2025 and annually or as required by legislation

Approved By: Easton on the Hill Parish Council on 10/2/25

1. Purpose and Scope

1.1. Purpose

The purpose of this policy is to set out the guidelines and procedures for the installation, use, and maintenance of Closed-Circuit Television (CCTV) surveillance systems by Easton on the Hill Parish Council at the Playing Field, off Westfields, to monitor and protect public safety, prevent crime, and safeguard Parish Council property and assets.

1.2. Scope

This policy applies to all CCTV/surveillance system at the playing field car park and play area installed and operated by the Parish Council in public spaces, Council-owned properties, and any other areas where the Parish Council has legal responsibility or interest.

2. Objectives of CCTV

The primary objectives of the CCTV system are:

- To enhance public safety and reduce the fear of crime.
 - To deter criminal activities such as vandalism, theft, and anti-social behavior.
 - To monitor and protect Parish Council facilities and assets.
 - To assist in law enforcement, investigations, and the detection of crimes.
 - To support the safety of Parish Council staff, volunteers, and the public.
 - Monitoring the traffic entering the car park with the height barrier installed.
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3. Legal Framework

3.1. Compliance with Laws

The installation and use of CCTV systems must comply with all applicable laws and regulations, including but not limited to:

- The **Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)**.
- The **Protection of Freedoms Act 2012**, which regulates the use of surveillance cameras in public places.
- The **Human Rights Act 1998** (particularly Articles 8 and 10 concerning the right to privacy and the freedom of expression).

- The legal basis for collection of this data is “public task”. The Parish Council is an official authority with public functions and powers set out in law, and can carry out certain tasks that are in the public interest ie prevention of crime and maintain assets/public land.

3.2. Data Protection Impact Assessment (DPIA)

Before any CCTV system is installed, the Parish Council will conduct a Data Protection Impact Assessment (DPIA) to ensure that the system complies with data protection principles and minimizes any risks to privacy.

4. CCTV System Design and Installation

4.1. Planning and Approval

All CCTV installations will be carefully planned and must be approved by the Parish Council. The design of the system should ensure that cameras are positioned to cover relevant areas of concern without unnecessarily infringing on the privacy of individuals.

4.2. Public Notification

The public will be notified of the presence of CCTV cameras by appropriate signage. These signs will clearly indicate that CCTV surveillance is in operation, the reason for the surveillance and that images could be recorded, plus contact details for the Parish Council in case of inquiries.

4.3. Camera Locations

Cameras will only be installed in public areas or areas owned or managed by the Parish Council. The positioning will aim to avoid capturing images of private property or areas where there is a reasonable expectation of privacy, such as residential homes, gardens, or private vehicles, unless explicitly authorized by law.

5. Use and Monitoring of CCTV Systems

5.1. Monitoring

CCTV systems will be monitored during appropriate hours, as determined by the Parish Council. Live monitoring will be carried out only if necessary for public safety or crime prevention. Recorded footage will be stored securely and used only for the purposes stated in this policy.

5.2. Retention of Images

CCTV footage will be retained for a period of no more than 7 days after which it will be automatically deleted, unless required for ongoing investigations or legal proceedings. Retention times will be reviewed periodically to ensure compliance with data protection regulations.

5.3. Access to Footage

Access to recorded footage will be strictly controlled. Only authorized personnel, including Parish Council officers or other individuals with a legitimate need (e.g., law enforcement or insurance company), will be able to view the footage. Requests for access to footage by third parties will be reviewed on a case-by-case basis and granted in accordance with data protection laws.

5.4. CCTV System Maintenance

The Parish Council is responsible for the regular maintenance and testing of the CCTV system to ensure it remains operational and effective. Faults or issues with the system will be addressed promptly.

6. Data Protection and Privacy

6.1. Data Collection and Processing

The CCTV system will only capture information relevant to its stated purposes, such as crime prevention and public safety. Images and videos will be processed in accordance with data protection laws and will not be shared or used for any purpose other than those specified.

6.2. Rights of Individuals

Individuals have the right to request access to any personal data captured by the CCTV system, subject to the provisions of the GDPR and Data Protection Act 2018. The Parish Council will respond to such requests in accordance with the relevant legal frameworks.

6.3. Security of Data

All CCTV footage and related data will be stored securely, either in physical or electronic format, to protect it from unauthorized access, loss, or damage. Access control measures will be implemented to safeguard this data.

7. Review and Oversight

7.1. Annual Review

The Parish Council will review this policy and the effectiveness of the CCTV system annually. The review will include an assessment of the system's performance, compliance with legal requirements, and feedback from the public or other stakeholders.

7.2. Public Consultation

Before any new CCTV system is installed or significant changes are made to an existing system, the Parish Council will consider the views of local residents and the wider community, where appropriate.

8. Breaches and Enforcement

8.1. Breaches of Policy

Any breach of this policy by Parish Council staff, contractors, or other authorized users of the CCTV system may result in disciplinary action, up to and including termination of employment or contracts.

8.2. Compliance Monitoring

The Parish Council will ensure that its use of CCTV systems complies with this policy and relevant legislation. Regular audits will be conducted to monitor the use of CCTV and ensure that it is being applied for its intended purposes.

9. Conclusion

The Parish Council is committed to ensuring that its CCTV systems are used in a responsible and lawful manner that respects the privacy of individuals and complies with all relevant laws. This policy aims to balance the need for public safety and crime prevention with the rights of individuals to privacy and personal freedom.

10. Links with other policies

This policy should be read in conjunction with other, linked Parish Council policies.
Data protection policy

Freedom of information policy
Subject Access Request policy
Data breach and privacy policy

End of Policy