



CCTV POLICY

1. INTRODUCTION

Surveillance cameras capture personal data, so the use of CCTV has data protection and privacy implications. Under the Protection of Freedoms Act 2012 the processing of personal data captured by CCTV systems is governed by the Data Protection Act.

This CCTV policy explains how the Parish Council will operate and maintain its CCTV equipment and comply with the current legislation.

The Parish Council uses CCTV equipment to provide a safer, more secure environment and to prevent vandalism and theft. Essentially it is used for:

- The prevention, investigation and detection of crime
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings)
- Safeguarding staff and the public
- Monitor security of the site

CCTV is not used for other purposes, such as covert monitoring, and will not include audio recording.

The CCTV cameras will be sited so that the recordings meet the stated purposes. They will cover the perimeter of the building and the foyer.

The parish council will be transparent in our use of CCTV and will make all who use the premises aware of its use through appropriate signs.

We will have procedures for operating and accessing the CCTV recording equipment, which we will communicate to the staff, contractors and third parties who administer, access or operate the equipment/data.

CCTV recordings and data will be classified as confidential information and will be held in systems with appropriate security measures to safeguard against unauthorised access and use.

The Parish Council reserves the right to use images captured on CCTV where there is activity that the Parish Council cannot be expected to ignore such as criminal activity, potential gross misconduct or behaviour that puts others at risk.

Information will be stored in a way that allows relevant frames to be isolated to answer a request.

Recordings and data will be routinely held for 1 month and then deleted.

CCTV information will not be disclosed except as necessary for the stated purpose or to respond lawfully to a request under the DPA or Freedom of Information Act.

2. APPLICATION OF THE POLICY

The Parish Council is responsible for the CCTV policy and it will be approved by all Councillors. The Parish Council is also responsible for ensuring procedures for the operation of CCTV on the premises are compliant with the policy and are adhered to by all staff, contractors or third parties.

Staff, contractors or third parties will be required to comply with the relevant procedure regarding CCTV.

Dealing with requests for CCTV footage made under the Data Protection Act or Freedom of Information Act.

3. MEASUREMENT AND EVALUATION

This policy and related procedures will be reviewed at least annually and in the light of any lessons learned from security incidents.

The ongoing need and purposes for which CCTV is used will also be reviewed at least annually and also in the light of lessons learned from any incidents.

Compliance with the policy and related procedures will be monitored by the Parish Council.