STANTON PARISH COUNCIL

Tel: 07721416004

E-mail: clerk@stanton-pc.gov.uk

CCTV Policy

1. Introduction

1.1.This Policy is to control the management, operation, use and confidentiality of the CCTV system owned by Stanton Parish Council.

1.2. It has been prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000)

1.3.This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

1.4.The system comprises 10 fixed cameras located at Stanton Community Village Hall, Old Bury Road, IP31 2BX.

2. Objectives of the scheme

- to protect the buildings and their assets
- to increase personal safety and reduce the fear of crime
- to support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders

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• To protect members of the public and private property

• To assist in managing the recreation ground, car park and play areas.

3. Statement of intent

3.1.The CCTV Scheme will be registered with the Information Commissioner under the terms of the General Data Protection Act of May 2018 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2.The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3.Cameras will be used to monitor activities within the Recreation Ground and other public areas to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the Recreation Ground, together with its visitors.

3.4.The cameras are not to focus on private homes, gardens and other areas of private property.

3.5. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Data will never be released to the media for purposes of entertainment.

3.6.The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.7.Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

4. Operation of the system

4.1.The Scheme will be administered and managed by the CCTV Control Group consisting of the two named councillors, Proper Officer and an appointed representative of the Stanton Community Village Hall Management Committee in accordance with the principles and objectives expressed in the code.

4.2.The day-to-day management will be the responsibility of the CCTV Control Group.

4.3.The CCTV system will be operated 24 hours a day, every day of the year.

5. Operation of the system

5.1.The CCTV Control Group will routinely check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.

5.2.Access to the CCTV Control system will be strictly limited to the CCTV Control Group.

5.3.Unless an immediate response to events is required, the CCTV Control Group must not direct cameras at an individual or a specific group of individuals.

5.4.Aztek Security will carry out the annual maintenance check and can access the system to carry out maintenance and essential repairs with the permission of the CCTV Control Group.

5.5.Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Monitoring procedures

6.1.Camera surveillance may be always maintained.

6.2.The CCTV is viewable remotely via log in details and password protected internet access restricted to the members of the CCTV Control Group only.

6.3. The CCTV system shall not record audio. Audio recording will be disabled, in accordance with the guidance and recommendations of the Information Commissioner's Office (ICO), unless there is a specific and documented justification for its use.

7. Recording procedures

7.1. In order to maintain and preserve the integrity of the data the following procedures for use and retention must be strictly adhered to:

a. Data stored on the hard drive may be copied to a USB device if required for evidence purposes by a member of the control group only.

b. Data required for evidential purposed and copied to a USB device, must be witnessed, signed by the controller, dated and stored in a separate, secure, store.

7.2.Data may be viewed by the Police for the prevention and detection of crime and the Proper Officer, for supervisory purposes, authorised demonstration and training.

7.3.A record will be maintained by the control group of the release of data to the Police or any other authorised applicants.

7.4.Viewing of data by the police must be recorded in writing and in the logbook. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.

7.5.Should data be required as evidence, a copy may be released to the Police under the procedures described in paragraph 7.1b of this Code. Data will only be released to the Police on the clear understanding that the data remains the property of the Parish Council, and both the data and information contained on it are to be treated in accordance with this code. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the data or any part of the information contained thereon. On occasions when a Court requires the release of an original data this will be produced from the secure evidence store in its sealed bag.

7.6.The Police may require the Parish Council to retain the data for possible use as evidence in the future. Such data will be properly indexed and properly and securely stored until they are needed by the Police.

7.7.Applications received from outside bodies (e.g. solicitors) to view data will be referred to the Proper Officer. In these circumstances data will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

7.8.Any damage to equipment or malfunction discovered by the designated Village Hall committee representative, Clerk or nominated Councillor should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made, this should also be logged showing the date and time of completion.

7.9.Any request by an individual member of the public for access to their own recorded image must be made to the Clerk via the Access request form. Requests will be submitted to the Parish Council for consideration at the next Parish Council Meeting.

8. Breaches of the Code of Practice (including breaches of security)

8.1.Any serious breach of the Code of Practice will be immediately investigated by no fewer than 3 parish councillors (other than members of the CCTV Control Group) and an independent investigation undertaken with recommendations on how to remedy the Breach.

9. Complaints

9.1.Any concerns or complaints about the Parish Council's CCTV System and/or the use of the system, should be addressed to the Parish Clerk. These will be investigated by the CCTV Control Group and dealt with accordingly.

9.2.Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as are any reports that are submitted to the Parish Council providing it does not breach security needs.

10. Access by the Data Subject

10.1. The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

10.2. Requests for Data Subject Access should be made on application to the Parish Clerk. For further information as to how to make a Subject Access Request please refer to our Subject Access Request Procedure

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Parish Clerk at any time

Date:

Updated and approved 10th
September 2026

Sign:

Updated and approved 10th
September 2026