

Scaldwell Parish Council CCTV Policy

1. Introduction

Scaldwell Parish Council uses Closed-Circuit Television (CCTV) systems to help maintain a safe and secure environment for residents, visitors, and property within the parish.

This policy outlines how CCTV is used, managed, and monitored in compliance with relevant legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Purpose of CCTV

The Council operates CCTV systems for the following purposes:

- To deter and prevent crime and anti-social behaviour
- To assist in the identification and prosecution of offenders
- To enhance public safety
- To protect Council-owned property and assets
- To support law enforcement agencies where appropriate

CCTV will not be used for general surveillance of individuals without lawful reason.

3. Scope

This policy applies to:

- All CCTV systems owned and operated by Scaldwell Parish Council
 - All recorded images and data
 - All Councillors, employees, contractors, and third parties with access to CCTV
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4. Legal Framework

The Council will operate CCTV in accordance with:

- UK GDPR
 - Data Protection Act 2018
 - Human Rights Act 1998
 - Freedom of Information Act 2000
 - Surveillance Camera Code of Practice
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5. Responsibilities

The Parish Council is the Data Controller for CCTV systems.

Responsibilities include:

- Ensuring compliance with data protection laws
- Approving locations of cameras
- Ensuring systems are maintained and secure
- Authorising access to recordings

The Clerk will oversee day-to-day management.

6. Camera Locations

Cameras will be:

- Positioned only where necessary
- Focused on public areas or Council property
- Installed to minimise intrusion into private property

Clear signage will be displayed stating that CCTV is in operation, including contact details.

7. Data Collection and Storage

- CCTV footage will be recorded digitally
 - Data will be stored securely with restricted access
 - Footage will typically be retained for **up to 30 days**, unless required for investigation
 - After this period, data will be automatically deleted or overwritten
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8. Access to Footage

Access to CCTV recordings will be:

- Restricted to authorised personnel only
- Logged and monitored

Footage may be shared with:

- Police or law enforcement agencies
- Insurance companies (where relevant)

All requests must be justified and documented.

9. Subject Access Requests (SARs)

Individuals have the right to request access to footage in which they appear.

Requests must:

- Be made in writing

- Include sufficient information to identify the footage

The Council will respond within one calendar month, subject to legal exemptions.

10. Data Security

The Council will ensure:

- Secure storage of recordings
- Password-protected systems
- Controlled access levels
- Regular system maintenance

Any data breaches will be reported in accordance with legal requirements.

11. Use of Audio Recording

Audio recording will **not** be used unless there is a clear and lawful justification.

12. Monitoring and Review

This policy will be:

- Reviewed annually
 - Updated as required to reflect legal or operational changes
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13. Complaints

Complaints regarding CCTV use should be directed to:

Clerk to Scaldwell Parish Council

1 Arndale, Northampton, NN2 8US or clerk@scaldwellparishcouncil.gov.uk

If unresolved, complaints may be referred to the Information Commissioner's Office (ICO).

14. Approval

This policy was adopted by Scaldwell Parish Council on:

Date: 03/06/2026

Signed (Chair): *Martin Kelly*