

CCTV Policy

General Statement

This policy is concerned with the use and governance of surveillance technology, and the processing of Personal Data which has been collected by using surveillance technology. The policy is written in accordance with various Data Protection legislation, which includes, but is not limited to, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), and the Information Commissioner's Office's (ICO) surveillance code of practice.

Queries about this policy should be directed to the Parish Clerk.

Scope

This policy applies to all users of our facilities, employees, any authorised agents working on behalf of Glapwell Parish Council, including temporary or agency staff, volunteers, and third-party contractors and any other individual visiting our facilities.

Surveillance is the monitoring of behaviour, activities, or other changing information for the purpose of influencing, managing, directing, or protecting people. The Parish Council uses surveillance in the context of CCTV.

CCTV Purpose

Glapwell Parish Council may operate CCTV systems for the following purposes: -

- For the safety and security of staff, visitors, volunteers, councillors and any other individual visiting our facilities;
- To protect the Parish Council's buildings and assets;
- To assist in reducing the fear of crime and for the protection of private property;
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders;
- To assist in the investigation of accidents, incidents and near misses

This Policy is to control the management, operation, use and confidentiality of the CCTV systems located within the grounds and buildings of the Glapwell Centre, The Green, Glapwell, S44 5LW and Glapwell Football Ground, Hall Corner, Bolsover Road, S44 5PZ owned by Glapwell Parish Council.

Planning CCTV Systems

Any new implementation of CCTV systems will employ the concept of 'privacy by design' which will ensure that privacy implications to data subjects will be considered before any

new system is procured/installed. The prescribed method for this is through the completion of a Data Protection Impact Assessment (DPIA).

The Parish Council has various statutory responsibilities to protect the privacy rights of data subjects. During any planning phase the Parish Council will consider:

- The purpose of the system and any risks to the privacy of data subjects.
- That there are statutory requirements placed on the location and position of cameras. This means that cameras must be positioned to meet the requirement(s) of the intended purpose(s) and not exceed the intended purpose(s).
- The obligation to ensure that the CCTV system can meet its intended purpose(s) also means that the system specification must be such that it can pick up any details required for these aims. For example, the system must record with sufficient resolution to perform its task.
- The system must also have a set retention period.
- That the Parish Council will need a level of access to the system and there will need to be the option to provide other agencies (such as law enforcement agencies) with specific footage if requested. If a data subject is captured and recorded by the system, then that individual also has the right to request a viewing of that footage under subject access provisions, but not the right to a physical copy.

The Parish Council will ensure that a contract will be agreed between the Parish Council (as Data Controller) and the CCTV system provider. Consideration will also be given as to whether there are any joint data controller arrangements where the system is shared with another organisation. Data Processing clauses will be included within any written contract should the Parish Council choose to work with a CCTV service provider who will be processing (e.g. monitoring, storing, accessing) the data on behalf of the Parish Council.

CCTV Privacy Notices

The processing of personal data requires that the individuals the data relates to (in this case any individuals captured by the CCTV) are made aware of the processing. Therefore, the use of CCTV systems will be visibly signed. The signage will include the purpose for the system (e.g. the prevention or detection of crime), the details of the organisation operating the system and who to contact about the system (including basic contact details). The signage must be clear enough that anyone entering the recorded area will be aware that they are being recorded.

A more detailed Privacy Notice for the use of CCTV must be maintained with the intention of informing data subjects of their rights in relation to surveillance data.

Access to CCTV Recordings

CCTV footage will only be accessed to comply with the specified purpose and the footage will only be examined to meet one of the purposes described above.

The CCTV system will have a nominated operator on site who will be responsible for the governance and security of the system, **the Parish Council will keep a record of the nominated operator on each site and notify the Clerk of any changes to this person. The operators are:**

the Centre Manager at the Green, and,

the Site Manager, at Hall Corner,

who are authorised to access CCTV footage either routinely or on an ad-hoc basis and *in compliance with the Parish Council's CCTV Procedure.*

Management of the System

Day-to-day operational responsibility rests with:

the Centre Manager regarding Glapwell Centre, The Green, Glapwell.

the Volunteer Site Manager regarding Glapwell Community Sports Facilities, at Hall Corner, Glapwell.

Vault will carry out the annual maintenance checks; can access the system to carry out maintenance and essential repairs with the permission of the Centre Manager and the Volunteer Site Manager. Given through the Clerk.

The CCTV systems are located in a locked rooms / cabinets within the various locations.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. **This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. Copies will be made available in the Policy and Procedure File should Members of the Public request a copy, at both locations.**

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Parish Council.
3. No public access will be allowed to the monitor except with approval of the Clerk of the Council, or the Chairman of the Parish Council and for lawful, proper and with sufficient reasons (s). The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Glapwell Centre, and the Glapwell Community Sports Facility to review and confirm the Parish Council's operation

of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.

4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. Digital images will be erased after a period of 14 days.
6. Images will not be supplied to the media, except on the advice of the Police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the Police and/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the logbook of incidents, including Crime Nos. if appropriate, and the Parish Council notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Centre Manager, or Site Manager 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.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Parish Clerk and will be submitted to Parish Council for consideration and reply, normally within 10 days.

CCTV Footage Disclosures

A request by individuals for CCTV recordings that include footage of them is regarded as a subject access request (SAR). Data will be released only in line with the Parish Council's CCTV procedure, the Parish Council's Data Protection Policy following consultation with the Clerk.

If the Parish Council receives a request from another agency (for example a law enforcement agency) for CCTV recordings, then it will confirm the following details with that agency:

- the purpose of the request,
- that agency's lawful basis for processing the footage,
- confirmation that not receiving the information will prejudice their investigation,

- whether the Parish Council can inform the data subject of the disclosure, and if not, the reasons for not doing so.

The Parish Council will liaise with the Clerk should it have any concerns about such requests.

Records of Processing

The Parish Council has a duty under Article 30 of the GDPR to ensure that all instances of data processing activity is recorded for regulatory inspection where required.

This policy covers the use of CCTV equipment and the gathering, storage, use and disposal of visual data and is subject to the guidance given in the Code of Practice issued by the Information Commissioners Office; 'In the Picture: [A Data Protection Code of Practice for Surveillance Cameras and Personal Information](#)' & [Amended Surveillance Camera Code of Practice](#). The CCTV/surveillance systems are owned and managed by [Glapwell Parish Council](#).

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Council meeting(s) and resolution at full Council meeting.

Responsibilities of the Owners of the Scheme

Glapwell Parish Council retains overall responsibility for the scheme.

Review of CCTV

CCTV systems will be reviewed to ensure that systems still comply with Data Protection legislation and national standards.

Accountability

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

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

This policy is prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to **annual review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meet all legislative requirements.**

THIS POLICY AND CODE OF PRACTICE MUST BE COMPLIED WITH AT ALL TIMES.

Signed

Print Name Date/...../.....

Adopted June 2020.

Updated and approved 29th January 2026 Min 306f.2/26

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