PORINGLAND PARISH COUNCIL

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CCTV Policy

Policy Reference	PPC 30
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Associated Documents	
Last Review Date	July 2025
Frequency of Review	Two Years
Approved by	Full Council
Date for Next Review	July 2027

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

CCTV Policy

Poringland Parish Council uses closed circuit television (CCTV) images to reduce crime and monitor buildings in order to provide a safe and secure environment for members of the public and staff, and to prevent the loss or damage to property. It is a requirement of the Council's premises licenses to operate a CCTV system.

CCTV cameras are installed at the Welcome Home and Memorial Playing Field, The Footpath, Poringland; and at the Community Centre, Overtons Way, Poringland. Each system comprises a number of fixed cameras. No systems have sound recording capability. All systems are of a High Definition quality.

The CCTV systems are owned and operated by the Parish Council and deployment is determined by the Parish Clerk under guidance from the Parish Council. The CCTV is monitored from the Community Centre office by the Parish Clerk and other staff as necessary.

The CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV and the associated images is covered by the Data Protection Act 2018. This Policy outlines the Council's use of CCTV and how it complies with the Act. The Clerk is the Parish Council's Data Protection Officer and is responsible for the Council's Data Protection Policy.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recording images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

The Council recognises that during periods where children and young adults are present in a controlled environment that parents and guardians may have concerns with the presence of live CCTV observation. The designated and responsible individual (normally the hirer) can request temporary isolation of live CCTV monitoring of the area that the children and young people are in, by making a written application to the Parish Clerk. In the event of the request being granted, images will continue to be recorded but will not be observed live by staff.

Statement of Intent

The Council complies with the Information Commissioner's CCTV Code of Practice to ensure it is used responsibly, and safeguards both trust and confidence in its continued use. The Code of Practice is published on the Information Commissioner's Office website. In areas where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area. It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage. Images are recorded 24 hours per day, and HD quality cameras, with night vision functionality, are used.

Siting the Cameras
Cameras will be sited so that they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act 2018. The Council will make every effort to position cameras so that their coverage is restricted to Council premises, which will include outdoor areas. Members of staff have access to details of where CCTV cameras are situated.

Covert Monitoring
In exceptional circumstances, the Council may set up covert monitoring. For example:

- Where there is a good cause to suspect that illegal or unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;
- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances' authorisation must be obtained from the Parish Clerk and/or the Chairman of the Council. Covert monitoring must cease following completion of an investigation. Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilet cubicles.

Storage and Retention of CCTV Images
Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded. All retained data will be stored securely.

Access to CCTV Images
Access to recorded images will be restricted to staff, and will not be made more widely available. Due to shared facilities and services, Poringland Safer Neighbourhood Team police officers have access to the image on external camera 'POLICE' for the purpose of security monitoring their front door. Where the viewing of CCTV images is required for the purpose of demonstrating damage to property and/or poor or illegal behaviour, supervised viewing by the hirer or their authorised representative will be permitted at the discretion of the Parish Clerk on the provision that permission is received from data subjects or that the data subjects cannot be identified.

Subject Access Requests
Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the Parish Clerk using the forms set out within this Policy, and each application will be assessed on its own merits. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified.

The Council will respond to requests within 28 calendar days of receiving the written request. The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Access to and Disclosure of Images to Third Parties
There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police, or service providers to the Council where these would reasonably need access to the data (eg investigators). Requests should be made in writing to the Parish Clerk using the forms set out within this Policy, and each application will be assessed on its own merits. The data may be used within the Council's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

Complaints
Complaints and enquiries about the operation of CCTV within the Council should be made using the process set out within the Complaints Policy, which is available on the Council's website.