

NORTON SUB HAMDON PARISH COUNCIL

CCTV POLICY

1. Policy Statement

Norton sub Hamdon Parish Council operates CCTV systems in specified public areas to help ensure public safety, deter crime, and protect council property.

This policy explains how CCTV is used, how images are handled, and how we comply with data protection law.

2. Legal Basis

This CCTV system is operated in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Surveillance Camera Code of Practice

The Council acts as the **data controller** for all CCTV footage.

3. Purpose of CCTV

CCTV is used solely for the following purposes:

- Prevention and detection of crime and anti-social behaviour
- Supporting law enforcement investigations
- Protecting council-owned property and public assets
- Ensuring public safety in designated areas

CCTV will not be used for general surveillance or monitoring individuals without cause.

4. Scope of System

CCTV covers the following locations:

- Norton sub Hamdon village hall, carpark and surrounding area.

Cameras are positioned to minimise intrusion into private property wherever possible.

5. Signage

Clear and visible signs are displayed in all areas covered by CCTV, stating:

- That CCTV is in operation
 - The purpose of the system
 - The identity of the operator (Norton sub Hamdon Parish Council)
 - Contact details for enquiries
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6. Data Protection Principles

The Council ensures CCTV is operated in accordance with data protection principles:

- Lawfulness, fairness, and transparency
 - Purpose limitation
 - Data minimisation
 - Accuracy
 - Storage limitation
 - Integrity and confidentiality
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7. Retention of Footage

CCTV footage is retained for a maximum of 28 days, unless:

- It is required for an ongoing investigation
- It is requested by law enforcement
- It is needed for legal proceedings

After this period, footage is securely deleted.

8. Access to Footage

Access is strictly controlled and limited to authorised personnel:

- [Clerk, Chair & CCTV Administrator]

Footage may be disclosed to:

- Police and law enforcement agencies
- Insurance providers (where necessary)
- Individuals under a valid Subject Access Request

All requests must be logged and assessed for compliance.

9. Subject Access Requests (SARs)

Individuals have the right to request CCTV footage of themselves.

Requests must be made in writing to:

- The clerk of the Parish Council – email: clerk@nortonsubhamdon-pc.gov.uk

The Council will respond within **one month**, subject to verification of identity and third-party privacy considerations.

10. Security Measures

The Council ensures CCTV data is protected through:

- Secure storage systems with restricted access
 - Password protection and audit logs
 - Staff training on data protection responsibilities
 - Regular system checks and maintenance
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11. Data Sharing

CCTV footage will only be shared where legally justified, including:

- Prevention or detection of crime
- Compliance with legal obligations
- Court proceedings

All disclosures are recorded in a disclosure log.

12. Review and Governance

This policy is reviewed every 2 years or sooner if:

- CCTV systems are changed
- Legislation or ICO guidance is updated

A Data Protection Impact Assessment (DPIA) is maintained and reviewed regularly.

13. Complaints

Complaints regarding CCTV use should be directed to:

- The clerk of the Parish Council – email: clerk@nortonsubhamdon-pc.gov.uk

If unresolved, individuals may contact the Information Commissioner's Office (ICO).

14. Approval

This policy was approved by:

- Norton sub Hamdon Parish Council
- Date: 11th May 2026
- Minute reference: Village Hall