CCTV Policy

1. Introduction

This policy is to control the management, operation, use and confidentiality of the fixed CCTV cameras in use at Stapeley Community Hall. The site is managed by Stapeley & District Parish Council.

For the purposes of this policy, Stapeley Community Hall is defined as the Community Hall compound only, specifically the external car park and perimeter pathways within that compound.

This policy has been prepared having regard to the UK General Data Protection Regulation, the Data Protection Act 2018 and associated guidance relating to the use of CCTV systems. This policy will be subject to periodic review by the Council to ensure that it continues to reflect the public interest and that the system meets legislative and governance requirements at all times.

This policy is intended to ensure that the Council's CCTV arrangements are conducted on a clear and lawful basis. Members have previously referred to a CCTV policy, however there is no formal record of an adopted policy. In addition, required signage has not yet been put in place and the Council is not yet registered with the Information Commissioner's Office in relation to this processing activity. This policy addresses those issues and supports the lawful operation of the system going forward.

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2. Statement of Purpose

The purpose of the CCTV system is to provide a safer and more secure environment for those who use, visit or work at Stapeley Community Hall, and to assist in the protection of Council property and assets.

The system will not be used to invade the privacy of any individual, except where carried out in accordance with the law and for the purposes set out in this policy.

The scheme will be used for the following purposes:

a) to reduce the fear of crime by persons using the facilities at Stapeley Community Hall, so they can enter and leave the site with greater confidence.
b) to reduce the vandalism of property and to prevent, deter and detect crime and disorder.
c) to protect the Council's buildings, equipment and other physical assets located within the Community Hall compound.
d) to support the safety of staff, councillors, hirers, contractors and members of the public attending or using the site.
e) to assist the police, the Council and other law enforcement agencies with the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public disorder or other reported incidents.
f) to assist the emergency services in carrying out their lawful duties where relevant recorded footage may assist following a reported incident.

3. Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the Council. However, any major change that would have a significant impact on either the purpose of this policy or the operation of the CCTV scheme will take place only after discussion and resolution at a full Council meeting.

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4. Responsibilities of the Owner of the Scheme

Stapeley & District Parish Council retains overall responsibility for the scheme.

Stapeley & District Parish Council is responsible for ensuring that the CCTV equipment is appropriately maintained and remains functional and compliant with this policy.

The Council is responsible for ensuring that appropriate signage is erected and maintained at the Community Hall site so that members of the public are aware that CCTV is in operation.

The Council is responsible for ensuring that it is properly registered with the Information Commissioner's Office in respect of CCTV processing. Registration is to be put in place in April 2026 to coincide with the adoption and implementation of this policy.

All CCTV equipment should be subject to inspection, maintenance and servicing as required to ensure that it remains fit for purpose.

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5. Management of the System

Stapeley & District Parish Council will be the data controller for the CCTV system and will be registered with the Information Commissioner's Office.

The Data Controller is:
Stapeley & District Parish Council
Email: clerk@stapeleyparishcouncil.gov.uk
Telephone: 07449 457136
Address: Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW

The Clerk to the Council, as the responsible person, will manage the day-to-day operation of the system, including data access, compliance monitoring and the handling of any access requests or requests for disclosure.

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

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant digital evidence must be capable of being retained and disclosed in an appropriate format where lawfully required. This policy must be read and understood by all persons involved in the administration of the scheme and a copy of the policy will be made available on the Council's website.

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6. Control and Operation of Cameras

The following points must be understood and strictly observed by the responsible person.

a) The CCTV system in use at Stapeley Community Hall consists of fixed external cameras only.
b) The cameras are in place to capture footage relating to the external car park and perimeter pathways within the Community Hall compound.
c) The system is not monitored on a live basis. Imagery is not routinely viewed in real time.

d) Recorded footage will only be accessed and reviewed for evidential purposes following the report of an incident or where there is another lawful and proper reason to do so.
e) Access to recorded footage will be restricted to the Clerk to the Council only.
f) The Clerk must act with integrity and must not abuse the equipment or any access privileges connected with the system.
g) The CCTV system must only be used for the purposes set out in this policy and must not be used for general monitoring without cause.
h) The responsible person should periodically check that the system is operating correctly and, where possible, that the date and time shown on the system are accurate. Any such checks, faults, repairs, access requests and disclosures should be recorded in the CCTV log.
i) If no incident, crime, criminal activity or other report requiring evidential review takes place, footage will not routinely be viewed.
j) The Council will ensure that appropriate signage is installed at the site to make clear that CCTV is in operation, that Stapeley & District Parish Council is the operator of the system, and how further information may be obtained.

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7. Storage and Retention of Images

a) Digital records should be stored securely and in accordance with data protection requirements. Access must be limited to the minimum number of persons necessary, which under this policy is the Clerk only.
b) Recorded footage will be retained only for as long as the system permits and only for as long as is reasonably necessary. Routine footage that is not required for evidential purposes should be automatically overwritten or deleted in accordance with the system's storage capacity and settings.
c) Where footage is required in connection with a reported incident, investigation, insurance matter, subject access request or other lawful purpose, the relevant footage may be retained for longer where necessary and in accordance with the law.
d) Images will not normally be supplied to the media, except where disclosure is lawful and appropriate, including where advised by the police and deemed to be in the public interest.
e) As records may be required as evidence at court, any person handling a digital record may be required to make a statement to a police officer and sign an exhibit label or provide equivalent evidential continuity. Any footage handed to a police officer should be appropriately logged, including the date of disclosure, a description sufficient to identify the footage, the officer's name and details, and any crime reference number where available.
f) Any event that requires the checking, extraction, disclosure or retention of recorded data should be detailed in the CCTV log, including crime numbers where appropriate, and the Council will be informed at the next available opportunity where necessary.

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8. Access Log and Requests

Data access will be strictly controlled and logged.

Any access to recorded data, whether for viewing, copying, retention or disclosure, must be authorised by the Clerk and entered into the CCTV access log.

The access log should record, as a minimum:

- the date and time of the request,
- the name of the person making or receiving the request,
- the reason for the request,
- the incident or allegation to which the request relates,

- whether footage was viewed,
- whether footage was extracted or disclosed,
- to whom any disclosure was made, and
- the date of deletion or confirmation that the footage was not retained.

No public access will be allowed to the footage except for lawful, proper and sufficient reason and in accordance with relevant data protection rights and exemptions.

The police are permitted access to footage where they have reason to believe that such access is necessary to investigate, detect or prevent crime, subject to the appropriate request process.

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9. Subject Access Requests

Any request by an individual member of the public for access to their own personal data captured by the CCTV system must be made in writing to the Clerk to the Council.

Any such request will be considered in accordance with the applicable data protection legislation. The Council may need to consider the rights and privacy of other individuals before any footage is disclosed and may need to redact or otherwise limit disclosure where appropriate.

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10. Faults, Maintenance and System Integrity

Any damage to equipment or system malfunction discovered by the Clerk or reported to the Council should be recorded and addressed as soon as reasonably practicable.

Where a repair or maintenance action has been completed, this should also be recorded in the CCTV log, including the date and nature of the action taken.

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11. Accountability

The Council will keep the operation of the CCTV system under review to ensure ongoing compliance with this policy and relevant legislation.

Copies of this CCTV Policy will be available in accordance with the Freedom of Information Act 2000, subject to any lawful exemptions relating to security or personal data.

Any written concerns or complaints regarding the use of the system will be considered by the Council in line with the Council's complaints procedure and relevant legal requirements.

This policy should be read alongside any related Council policies concerning data protection, privacy and records management.

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12. Review of Policy

This CCTV Policy will be reviewed periodically to ensure ongoing compliance with legal requirements and good governance practice.

This Policy was adopted by Council at the meeting held on the 20th April 2026.