



CCTV Policy for Community Facilities and Public Spaces

Purpose of the Policy

This policy sets out the principles for the installation and use of Closed-Circuit Television (CCTV) systems in community halls, play areas, and public spaces.

The primary objectives are:

- To promote the safety and security of the public, staff, and property.
- To prevent, deter, and detect crime, anti-social behaviour, and vandalism.
- To assist law enforcement agencies in the investigation of offences.
- To protect community assets and ensure public spaces are welcoming and safe.

CCTV will not be used for monitoring the routine activities of individuals or staff, except where there is a risk to safety or security.

Legal and Regulatory Framework

This policy operates in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Protection of Freedoms Act 2012
- Human Rights Act 1998
- Information Commissioner's Office (ICO) CCTV Code of Practice

Unstone Parish Council is the Data Controller for all CCTV systems covered by this policy.

Scope

This policy applies to all CCTV cameras installed at:

- Community Hall
- Children's play areas
- West Handley

It covers the operation, management, storage, and disclosure of CCTV footage.



System Operation

- CCTV cameras will be positioned to capture relevant areas for the stated purposes only.
- Recorded images will be retained securely and only for as long as necessary (normally up to 30 days), unless required for investigation or legal proceedings.
- Signage will be clearly displayed in areas covered by CCTV, informing the public of its use and contact details of the Data Controller.

Access and Security

- Access to live feeds and recorded footage is restricted to authorised personnel only.
- All access must be logged and auditable.
- Footage may be shared with the police or other statutory authorities upon written request, in accordance with data protection law.
- Members of the public may request access to footage of themselves, subject to legal exemptions.

Data Retention

- CCTV footage will normally be retained for 30 days.
- Longer retention may apply where the footage is required as evidence in legal or disciplinary proceedings.
- After the retention period, data will be securely deleted or overwritten.

Complaints and Misuse

- Any complaints regarding the use of CCTV should be made in writing to Unstone Parish Council Clerk.
- Misuse of CCTV systems by staff or contractors will be treated as a disciplinary matter and may result in legal action.

Review of Policy

This policy will be reviewed annually to ensure it remains compliant with legislation, best practice, and community expectations.