



BRADFIELD PARISH COUNCIL

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CCTV Policy and Procedure

CCTV Policy

1. Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at Bradfield Village Hall, The Street, Bradfield, Essex CO11 2UU and covers the access road and council car park adjacent to the village hall, plus the village hall surrounds. The site is owned and managed by Bradfield Allotment and Recreation Ground Charity, of which Bradfield Parish Council is the sole trustee.

The policy and procedure were prepared after taking due account of guidance set out by the Information Commissioner's Office (ICO).

This policy and procedure will be subject to a review annually (or sooner if required) by the parish council to ensure that it is fit for purpose and that it and the system meets all legislative requirements.

The CCTV system is owned and operated by Bradfield Parish Council, the deployment of which is determined by parish council members. Any potential changes to the use of CCTV will be considered and decided upon by parish council members.

A Data Privacy impact Assessment (DPIA), which includes a risk assessment, has been carried out in order to identify and reduce the privacy risks of the project with regard to the use of personal data. It follows the process set out in the ICO's DPIA guidance. The DPIA will be reviewed annually by the parish council (or sooner if making a significant change to an existing process. A copy of this document is available on the council website (www.bradfieldparishcouncil.org.uk) or by contacting the Parish Clerk - clerk@bradfieldparishcouncil.org.uk.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 1998. Registration Reference: **ZA551345**.

2. Statement of Purpose

This scheme will be used for the following purposes:

- to promote a safe community environment
- to reduce vandalism of property and to prevent, deter and detect crime and disorder
- to assist the police and other law enforcement agencies (and other relevant bodies such as insurance companies) with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in the areas being monitored
- to monitor security of the area specified in section 1

3. Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The parish council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

- CCTV warning signs will be clearly and prominently placed and will contain details of the purpose for using it
- CCTV monitoring will be limited to uses that do not violate the individual's reasonable expectation to privacy
- CCTV systems and associated equipment will comply with the appropriate standards and

- legislation.
- Recognisable images captured by CCTV are 'personal data' and are therefore subject to the provisions of the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Full details of this can be found in the parish council's Privacy Notice which is available on the website or by contacting the Clerk.

4. Storage and Retention of CCTV Images

Data will not be stored for longer than 31 days unless it is retained specifically within the context of an investigation and possible prosecution (see CCTV Procedure - Data requests). Where data is retained for longer than 31 days, the recordings will be stored securely on the parish council's OneDrive in an area accessible only to council authorised persons. The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention will be subject to the particular circumstance e.g. investigation.

5. Access to CCTV Images

Access to CCTV recorded images will be restricted to authorised individuals only. Supervising the access and maintenance of the CCTV system is the responsibility of the parish council.

6. Accountability

Code of Practice: A copy of the Data Protection Code for Surveillance Cameras and Personal Information is available on the Information Commissioner's Office website at www.ico.org.uk.

How to make a subject access request: An individual has a right to request access to the information we have on them. They can do this by contacting the Parish Clerk.

Complaints: if you have a complaint about either the operation of the system or the failure to comply with the requirements of the Code please contact the Parish Clerk (details above) or the Information Commissioner's Office at www.ico.org.uk.

CCTV Procedure

CCTV system

The cameras, recorder (DVR), cabling and internet link are located at Bradfield Village Hall.

Authorised system users

The Parish Council Chair, two other named councillors, and the Parish Clerk are the authorised system users and they will receive system training.

An authorised system user will carry out a regular check of the system and log the date, time, and any action taken.

Security

The CCTV recorder will be kept under lock and key at all times. The recorder and remote access is only available to the authorised system users. Password protection will be used to ensure that unauthorised access is denied both at the site and from remote access.

Data requests

Data requests are likely to come from the following sources:

- The Police
- Court Order
- An individual or individuals requesting information through a complaint or Subject Access Request (SAR).
- Insurers on behalf of a client

Such requests must always be dealt with by the authorised system users. If there are conflicting requests, advice may be sought from the Information Commissioner's Office. Data to be considered for release will be saved to OneDrive and shared to the requester's email address or saved to a removable disk or USB stick and only that data which provides the information required is to then be saved to a uniquely referenced removable disk or USB stick. A log of information provided as a result of a request is to be maintained by the system

users. Removable disks and USB sticks are to be labelled clearly and a record kept of their whereabouts.

Removable disks or USB sticks must be cleared of data when it is no longer required.

Antisocial behaviour

In the event that antisocial behaviour is suspected or detected in the car park, the parish council will advise the local community through its website, social media and the Grapevine magazine that:

- the Police will be contacted
- the incident will be reported to Tendring District Council
- CCTV is in use in the car park and could be used as evidence (see Data Requests)

System maintenance

The system will be regularly serviced by an approved contractor to ensure that:

- all equipment is fully operational
- cameras only cover the specified area
- data quality is suitable and can be downloaded for the purposes of crime detection

CCTV Code of Practice

In its use of the CCTV system, Bradfield Parish Council will comply with the 12 guiding principles of the Surveillance Camera Code of Practice, namely:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must consider its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes. A log of access to the system is available within the software.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

CCTV Policy and Procedure was adopted by Bradfield Parish Council at the full council meeting dated 3rd February 2026, minute reference 190/25.

Previously reviewed: 8th October 2024