



# DEEPING ST JAMES PARISH COUNCIL

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Parish Clerk: Julie Fortnum

## CCTV Policy

### 1. Purpose

The purpose of this policy is to set out how Deeping St James Parish Council will operate and manage Closed-Circuit Television (CCTV) systems to:

- Help prevent and detect crime, anti-social behaviour, and vandalism.
- Enhance the safety and security of councillors, staff, residents, and visitors.
- Protect parish council property and assets.
- Assist law enforcement agencies when required.

The CCTV system will be operated in a manner that is compliant with relevant legislation and respects the privacy of individuals.

### 2. Legal and Regulatory Framework

This policy is written in accordance with:

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

### 3. Scope

This policy applies to all CCTV equipment owned or managed by Deeping St James Parish Council, including:

- Fixed cameras in council-owned buildings or public spaces.
- Mobile or temporary CCTV systems deployed for specific events or security purposes.
- Any equipment installed in partnership with third parties where the council is the data controller.

### 4. Data Controller

The Data Controller is:

Clerk to Deeping St James Parish Council

The Institute, 38 Church Street, Deeping St James, PE6 8HD

Email: [clerk@deepingstjames-pc.gov.uk](mailto:clerk@deepingstjames-pc.gov.uk)

Tel: 01778 343266

The Parish Clerk is the designated point of contact for all CCTV-related matters.

## 5. Principles of Operation

The council will ensure that:

- CCTV use is proportionate, lawful, and necessary for its stated purposes.
- Cameras are positioned to capture relevant areas only, avoiding unnecessary intrusion into private spaces.
- CCTV will operate 24/7 unless otherwise stated for specific locations or events.
- Signage is clearly displayed to inform the public that CCTV is in operation.

## 6. Data Storage and Retention

- Footage will be stored securely, with access restricted to authorised personnel.
- Retention will not exceed 31 days, unless footage is required for the investigation of an incident, legal proceedings, or law enforcement purposes.
- After the retention period, data will be securely deleted.

## 7. Access to Footage

- Access to CCTV images is strictly limited to the Parish Clerk or delegated authorised officers.
- Law enforcement agencies may request footage by submitting a formal request in line with data protection law.
- Members of the public may request access to personal data captured by CCTV under the UK GDPR's Subject Access Request process. Requests should be made in writing to the Parish Clerk.

## 8. Disclosure of Images

CCTV images will only be disclosed:

- To law enforcement agencies for the investigation of a crime.
- In connection with legal proceedings.
- To individuals requesting personal data of themselves, in line with data protection laws.

No images will be shared with the media or third parties without proper authority.

## 9. System Maintenance

- The Parish Council will ensure that CCTV equipment is maintained to a high standard.
- Regular checks will be carried out to confirm cameras are working effectively and positioned correctly.

## 10. Privacy Impact Assessment

Before installing any new CCTV system or relocating existing cameras, the council will conduct a Data Protection Impact Assessment (DPIA) to assess privacy risks and ensure compliance with the law.

## 11. Complaints and Concerns

- Any complaints regarding the council's CCTV system should be directed to the Parish Clerk in writing.

- Complaints will be handled in accordance with the council's Complaints Policy.
- Unresolved concerns may be referred to the Information Commissioner's Office (ICO).

## **12. Review**

This policy will be reviewed every two years or sooner if legislation changes or operational needs require it.