



CCTV Policy

1. Introduction

Closed Circuit Television (CCTV) Systems are installed at The Council Hall, 1 Yarmouth Road, Caister, NR30 5DL.

This policy covers the CCTV cameras installed at the premises named above.

2. Purpose

CCTV is installed for the purposes of:

- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism)
- Protecting Council buildings and assets, both during and after working hours
- Promoting the health and safety of staff, contractors and visitors
- Assisting in identifying, apprehending and prosecuting offenders

3. Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material.

4. Principles of Use

Caister-On-Sea Parish Council as the corporate body has a statutory responsibility for the protection of its property and equipment, as well as providing security to its employees and visitors to its premises.

The use of CCTV system will observe the 12 principles of the Surveillance Camera Code of practice:

Principle 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.

Principle 2

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by Caister-On-Sea Parish Council, including Equality and Diversity Policy, Dignity at Work Policy, Codes of Practice for dealing with complaints of Bullying and Harassment and Sexual Harassment and other relevant policies, including the provisions set down in equality and other related legislation.

Principle 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.

Principle 4

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

Principle 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.

Principle 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.

Principle 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.

Principle 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.

Principle 9

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

Principle 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.

Principle 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.

Principle 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.

Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of Caister-On-Sea Parish Council.

All CCTV systems and associated equipment will be required to be compliant with this policy. Recognisable images captured by CCTV systems are 'personal data' and are subject to the provisions of the Data Protection Act 2018.

5. Justification for use of CCTV

Data Protection Laws requires that personal data is 'adequate, relevant and not excessive' for the purpose for which it is collected. This means that Caister-On-Sea Parish Council needs to be able to justify the obtaining and use of personal data by means of a CCTV system. The use of CCTV both within and outside of the Council Hall for security purposes has been deemed to be justified. The system is intended to capture images of intruders or of individuals damaging property or removing goods without authorisation.

CCTV systems will not be used to monitor normal staff activity in Council premises.

6. Location of Cameras

Caister-On-Sea Parish Council has endeavoured to select locations for the installation of CCTV cameras where there will be a maximum effect, whilst having a minimum impact upon people's privacy. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

7. Covert Surveillance

Caister-On-Sea Parish Council will not engage in covert surveillance.

The police may request to carry out covert surveillance using Parish Council equipment – such covert surveillance may require the consent of a Justice of the Peace or Magistrate. Accordingly, any such request made by the police will be requested in writing and the council may seek legal advice.

8. Notification, Signage and Awareness

Adequate signage will be placed at each location in which a CCTV camera(s) is sited to indicate that CCTV is in operation.

Signage shall include the name and contact details of the data controller as well as the specific purpose(s) for which the CCTV camera is in place in each location.



WARNING

CCTV CAMERAS IN OPERATION

Images are being monitored and recorded for the purpose of crime-prevention, the prevention of anti-social behaviour, for the safety of our staff and for the protection of Caister-On-Sea Parish Council and it's property.

This system will be in operation 24 hours a day, every day.

These images are accessed by the police.

This scheme is controlled and operated by Caister-On-Sea Parish Council

For more information contact the Parish Clerk on 01493 738 474

9. Storage & Retention

In accordance with the sixth Data Protection Principle, which states that data 'shall not be

kept for longer than is necessary for the purposes for which it was obtained, the CCTV security system should not retain general footage beyond a month (28 days), except where the images identify an issue – such as a break-in or theft and those particular images/recordings are retained specifically in the context of an investigation/prosecution of that issue.

The images/recordings will be stored in a secure environment. A log of access will be maintained that will show who accessed the system, at what time and for what purpose. Access will be restricted to authorised personnel.

Supervising the access and maintenance of the CCTV System on The Council Hall, 1 Yarmouth Road, Caister, NR30 5DL is the responsibility of Caister-On-Sea Parish Council.

The hard drive is stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel.

10. Access

CCTV footage from cameras located at The Council Hall may be accessed for the following purposes:

- By Caister-On-Sea Parish Council when a crime or suspected crime has taken place and/or when it is suspected that illegal/antisocial behaviour is taking place on Parish Council property.
- By the Police where the Parish Council (or its agents) are required by law to make a report regarding the commission of a suspected crime.
- Following a request by the Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/antisocial behaviour is taking place on Caister-On-Sea Parish Council property.
- To the Health and Safety Executive and/or any other statutory body with the powers of investigation.
- To individuals (or their legal representatives) subject to a court order.

Requests by the Police should be made formally and include:

- Information to help locate the relevant footage
- What information is required
- The subject of the enquiries (unless it could prejudice them)
- Their legal basis for being able to access the data
- A signed declaration by the officer (including their rank)
- A counter signature from the officer's line manager or a Detective Sergeant
- Any uncertainty regarding the validity of a request should be raised with the Parish Clerk.

Any person whose image has been recorded has a right to access the footage which relates to them as part of a Subject Access Request (SAR). Where the image/recording identifies another individual, those images may only be released where they can be redacted/anonymised or with the explicit consent of the other people identifiable in the footage.

A person should provide all the necessary information to assist Caister-On-Sea Parish Council in locating the CCTV recorded data, such as the date, time and location of the recording.

11. Responsibilities

The Parish Clerk will:

- Keep this policy up to date reflecting any changes to national guidance, best practice or statutory instruments that determine the use of CCTV or personal data.
- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Caister-On-Sea Parish Council.
- Be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintain a record of access (eg an access log) to, or the release of, any material recorded or stored in the system.
- Ensure that the field of view of cameras conforms to this policy, both internally and externally.
- Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events. *(Temporary cameras do not include mobile video equipment or hidden surveillance cameras used for authorised criminal investigations by the Police.)*
- Consider feedback/complaints from staff/members of the public regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that external cameras are non-intrusive in terms of their positions and views and comply with the principle of 'Reasonable Expectation of Privacy'.
- Ensure that recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other use as authorised by the Parish Council in consultation with the Parish Clerk.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

12. Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	June 2025
Approving Committee	Full Council
Date of Committee Meeting	30 June 2025
Date of Adoption by Full Council	30 June 2025
Policy Version Number	1
Date of Next Review	June 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____