



Cropwell Bishop Parish Council

Adopted January 2026

Minute Reference: M.294

Next Review Date: January 2028

CCTV POLICY

Introduction

The following policy and procedures have been written by Cropwell Bishop Parish Council as it has in place a CCTV surveillance system within a public open space. The system consists of several fixed cameras located at strategic points of The Old School. Images are recorded.

This policy covers the use of CCTV equipment and the gathering, storage, use and disposal of visual data and is subject to the guidance given in the Code of Practice issued by the Information Commissioners Office *"In the Picture: A Data Protection Code of Practice for Surveillance Cameras and Personal Information"*.

POLICY

Objectives and Purpose of the system

The CCTV system, which is controlled and monitored by The Old School was installed by GlobeSec to assist in the detection and deterring of anti-social behavior and the monitoring and protection of all properties and assets.

There are 10 cameras in total, which were provided and paid for by Cropwell Bishop Parish Council. No cameras will be hidden from view and will be prevented from directly focusing upon frontages or rear areas of private accommodation.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

The system will not be used for any other purpose than those set out in this policy document without the prior permission of the Parish Clerk (Data Controller) or in their absence the Chairman. Any non-routine use of the CCTV system will require the approval of both the Parish Clerk and the Chairman of Council.

CCTV cameras will not be used to monitor the progress of staff or other individuals during the normal course of their business activity, nor will managers be permitted to use the cameras to observe staff working practices or timekeeping in order to assist them in the day-to-day management of personnel.

Covert Recording

Covert cameras may be used under the following circumstances, after legal advice has been taken and on the authorisation of both the Parish Clerk and Council.

- When informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording; and

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- When there is reasonable cause to suspect that unauthorised or illegal activity is taking place or about to take place.

Covert recording will only be undertaken in accordance with the Code of Practice issued by the Information Commissioners Office, *“In the Picture: A Data Protection Code of Practice for Surveillance Cameras and Personal information”*.

Responsibility

The Parish Council has the overall responsibility for ensuring that the installed CCTV system is ‘fit for purpose’, and for authorising any further system development.

The Parish Clerk is responsible for the day-to-day operational aspects of the system, for authorising users and for ensuring that only authorised users access the system.

The Parish Clerk is responsible for ensuring that all authorised users are kept up to date on legislation and changes to the Parish Council’s procedures. The Clerk will routinely review the Council’s CCTV policy and will maintain on file all necessary documents relating to the Council’s CCTV system.

Authorised users are responsible for operating the system in accordance with the requirement set out in current legislation, this policy and any Parish Council approved procedure that may be in place.

CCTV Recordings and Security

All images shall remain the property and copyright of Cropwell Bishop Parish Council.

All staff required to operate CCTV equipment are to receive training in the use of the equipment and shall comply with this Policy and any CCTV operating procedure adopted by the Council.

CCTV recorded images shall be routinely retained for a period of time and thereafter deleted, with the exception of images subject to a notification by the police for retention or subject to a request for disclosure or release by a third-party agency. Recorded images subject to a notification by the police or subject to a request by a third-party agency shall be retained for such a period as may be necessary to conclude an investigation or claim and then be deleted.

CCTV recorded material retained by the Parish Council shall be kept secure to prevent damage and maintain the confidentiality of the subject matter.

Recorded material will not be sold nor used for commercial purposes nor will it be used in conjunction with any form of social media.

Recording equipment and recording media will be kept in a secure place and only authorised access to such equipment and media will be permitted.

Access to CCTV Images

Access to recorded images will be restricted to those staff authorised to view them and will not be made more widely available. Images will not be monitored. Data will only be accessed in relation to a Subject Access Request or in response to a crime investigation by enforcement agencies such as the Police. Should data need to be transferred, this will be done via password protected USB drive (for larger files).

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under data protection legislation.

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Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time, and location (see Appendix 1).

The Parish Council will respond to SARs in accordance with its Data Protection Policy.

In line with ICO guidance, a reasonable fee (up to £25) may be charged for administration costs, if a request is found to be manifestly unfounded or excessive, or if an individual requires further copies of their data.

The Parish Council reserves the right to:

- refuse access to CCTV footage or
- refuse a request to delete CCTV footage

where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Access and Disclosure of Images to Third Party Organisations

There will be no disclosure of recorded data to third party other than to authorised personnel such as the Police and service providers to the Parish Council where these would reasonably need access to the data (e.g. investigators)

Requests by Third Party Organisations should be made in writing to the Parish Clerk.

Complaints

Complaints and enquiries about the operation of CCTV within the Parish Council should be directed in writing to the Parish Clerk in the first instance.

Parish Clerk: Mrs Janice Towndrow

Cropwell Bishop Parish Council

The Old School

Fern Road

Cropwell Bishop

Nottingham

NG12 3BU

Telephone: 0115 9894656

Email: clerk@cropwellbishop-pc.gov.uk

Or the Information Commissioner's Office – helpline 0303 123 1113

or website: <https://ico.org.uk/make-a-complaint/>

Policy Review

This policy will be regularly reviewed to ensure that it is relevant to working practice.

Appendix 1 ACCESS REQUEST FORM – CCTV IMAGES

| | | | |
|--|---|-----------------------------|--------------------------|
| Date of Recording: | Place of Recording: | Time of Recording | |
| Applicants Name and Address: | Description of Applicant and any distinguishing features (eg clothing): | | |
| Post Code: Tel No: | A recent photograph may be necessary to aid identification. | | |
| Reason for request – to be submitted to the Town Council | | | |
| Continue overleaf if necessary | | | |
| Received by: | Clerks Signature: | Date Received: | Time Received: |
| Fee Charged / NA | Fee Paid: | Request Approved: YES/NO | Date Applicant Informed: |