



OAKLEY AND DEANE PARISH COUNCIL

CCTV Policy

1. Introduction

- 1.1. This policy controls the management, operation, use, and confidentiality of the Closed Circuit Television (CCTV) system owned and operated by Oakley and Deane Parish Council Parish Council.
- 1.2. The system comprises 6 fixed/dome cameras located on the Pavilions at the Newfound Sports Ground and Peter Houseman Sports Grounds.
- 1.3. This policy ensures the council complies with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Surveillance Camera Code of Practice.

2. Statement of Purpose

- 2.1. The system has been installed by the Parish Council with the primary purpose of:
 - Preventing and deterring crime, vandalism, and anti-social behaviour.
 - Enhancing community safety and protecting council property.
 - Assisting the Police and emergency services in identifying and prosecuting offenders.
- 2.2. The CCTV system will not be used to invade the privacy of any individual in areas where there is a reasonable expectation of privacy (eg. private residential properties or dog walkers).

3. Signage

- 3.1. Clear and prominent signs will be displayed in monitored areas.
- 3.2. The signs will notify the public that CCTV is in operation and will include contact details for the Data Controller (the Parish Clerk).

4. System Operation and Access

- 4.1. The CCTV system is monitored securely from (a password-protected secured units) accessible only by authorised personnel.
- 4.2. Access to live feeds and recorded footage is strictly restricted to the Parish Clerk and specifically designated Councillors.
- 4.3. Any viewing, exporting, or sharing of footage must be logged in an audit trail (including date, time, reason, and personnel involved).

5. Data Retention

5.1. Digital recordings and images will be retained only for as long as necessary, typically for a maximum of **30 days** before automatic overwriting.

5.2. Where footage is required for evidential purposes, legal proceedings, or a Subject Access Request (SAR), it may be securely extracted and retained for a longer period.

6. Subject Access Requests (SAR)

6.1. Under UK GDPR, individuals have the right to request access to CCTV footage of themselves.

6.2. Requests should be made in writing to the Parish Clerk. The Council reserves the right to obscure/redact third-party faces and data before releasing footage to protect the privacy of others.

7. Disclosure to Third Parties

7.1. Footage will not be provided to third parties (such as the general public or media).

7.2. Footage may be provided directly to the Police or statutory authorities upon formal request in connection with the investigation of crime.

8. Complaints and Enquiries

8.1. Complaints or enquiries regarding the operation of the CCTV system should be directed to the Parish Clerk in the first instance.

8.2. If unresolved, complaints can be escalated to the [Information Commissioner's Office](#).

9. Review

9.1. This policy will be reviewed annually by the full Council to ensure it continues to meet legislative requirements and community expectations.

Oakley and Dean Parish Council

Approved:

Date of next review: 11th March 2027 or when legislation changes whichever is earlier.

Chair 

Parish Clerk 