



# CCTV Policy

## 1.0 Background

1.1 In order to comply with the requirements of the General Data Protection Regulations (UK GDPR), the Information Commissioners CCTV Code of Practice and the Freedom of Information Act 2000, the Council must have a policy on its use of CCTV for overt surveillance.

## 2.0 Purpose

2.1 In order to adhere to legislative requirements and confidential nature of the Council's CCTV operations this document sets out:

- the manner in which these operations will be carried out;
- the sites from which recordings will be made.

2.2 This policy sets out how Council's CCTV system (the system) will be controlled and managed in a confidential manner.

2.3 Camera surveillance is maintained using ten static external cameras attached to Arnthorpe Community Centre and three static internal cameras within Arnthorpe Community Centre.

2.4 The policy will be reviewed periodically by the parish council to ensure that it continues to reflect the public interest and meets with legislative requirements.

## 3.0 Objectives

The objectives of the systems are to:

- Protect the parish council's buildings and assets
- Improve personal safety and reduce the fear of crime
- Support the Police in the detection of crime
- Assist in the identification, apprehension and prosecution of offenders
- Deter those having criminal intent

## 4.0 Statement of Intent

4.1 The CCTV System is operated in accordance with the requirements of the General Data Protection Regulations (UK GDPR) and the Commissioner's Code of Practice.

4.2 The Parish Council will treat the information obtained by the system as protected under the General Data Protection Regulations (UK GDPR).

4.3 Cameras will be used to monitor activities within the Community Centre to identify criminal activity or anti-social behaviour occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of the public/staff or security of council property.

4.4. Cameras are not focused on private homes, gardens or other areas of private property.

- 4.5 Data or knowledge secured because of CCTV will not be used for any commercial purpose. Data will only be released to the Police for use in the investigation of a specific crime upon receipt of an appropriate request from the police. Data will not be released to the media unless the police confirm that it would be in the public interest.
- 4.6 The planning and design of the system endeavours to ensure that it will give maximum effectiveness and efficiency, but it does not guarantee to cover or detect every incident taking place in the areas of coverage.
- 4.7 Warning signs, as required by the Information Commissioners have been placed at areas covered by the CCTV.

## **5.0 Operation of the System**

- 5.1 The Scheme is managed by the parish council in accordance with this policy and the principles and objectives expressed in this policy.
- 5.2 Day to day administration of the system will be the responsibility of the Council Clerk as directed by the parish council.
- 5.3 The CCTV system will operate continuously 24 hours a day, every day of the year; subject to operational considerations such as maintenance and repair.
- 5.4 CCTV footage will be available for up to 14 days after which it is deleted from the hard drive.
- 5.5 The recorder is stored in a locked room in an alarmed building in Armthorpe Community Centre.

## **6.0. Control of Equipment**

- 6.1 The system will be periodically checked to confirm the efficiency of the system, ensuring the equipment is properly recording and the cameras operational.
- 6.2 Access to the equipment will be restricted to the Clerk, designated members of the Parish Council and the maintenance contractor.
- 6.3 Viewing of the recordings is restricted to the Clerk and designated members of the parish council and those legally entitled to access (i.e. the Police for the prevention and detection of crime). Appropriate evidence of authority will be required before access is allowed.
- 6.4 A register of access is maintained by the Clerk. Full details of each access that has taken place shall be recorded including: date, name of person(s) viewing recording(s), reason for access and outcome.
- 6.5 If a serious incident is viewed on the system appropriate emergency services will be summoned.

## **7.0 Monitoring Procedures**

- 7.1 Camera recording is maintained at all times.
- 7.2 The system protecting the buildings and grounds may be monitored for surveillance purposes from time to time by the designated users.

## **8.0 Recordings used in Evidence**

8.1 In order to maintain and preserve the integrity of recordings, footage used to record events and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

The parish council shall record in writing the date and time of any recording required by the police or other persons legally entitled to do so and if retained, filmed, copied or archived the details must be noted. A register will be available for this purpose.

8.2 Recordings may be viewed by the Police for the prevention and detection of crime, in the presence of authorised persons of the Parish Council, for supervisory purposes, authorised demonstration and training.

8.3 Viewing of recordings by the Police must be recorded in writing. Requests by the Police can only be actioned in accordance with the General Data Protection Regulations.

8.4 Should a recording be required as evidence, the footage may be released to the Police under the procedures described in paragraph 8.1 of this policy.

8.5 The Police may retain the stored footage for possible use as evidence in the future.

8.6 Applications received from outside bodies (e.g. solicitors) to view footage will be referred to the Clerk. In these circumstances viewing will normally be permitted where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

## **9.0 Viewing Data**

9.1 Recordings may be viewed by the Police for the prevention and detection of crime, the Clerk and/or designated members of the Parish Council may view for similar reasons and for security purposes, demonstration and training.

9.2 Records will also be maintained of any viewings by authorised authorities and a register maintained for this purpose. Requests by the Police can only be actioned in accordance with the General Data Protection Regulations.

9.3 The General Data Protection Regulations provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

9.4 Requests for Data Subject Access should be made to the Clerk; a charge of £10 will be made to cover administration costs.

## **10.0 Breaches of the Policy (including breaches of security)**

10.1 Any breach of this policy will be initially investigated by the Clerk, in order for appropriate action to be taken. A report of the incident will be made to Council together with any recommended actions to remedy the breach.

Note: A breach by council staff could lead to disciplinary action.

10.2 Any serious breach of the policy may be further investigated by an independent investigator reporting on recommendations to remedy the breach.

## 11.0 Assessment of the Scheme

11.1 Performance monitoring, including random operating checks, may be carried out on site by the Clerk or designated members of the parish council.

## 12.0 Complaints

12.1 Any complaints about the Council's CCTV system or its use should be addressed to the Clerk.

12.2 Complaints will be investigated in accordance with Section 10 of this policy.

## 13.0 Public information

13.1 Copies of this policy are available to the public on the Council's website or in paper form from the Clerk.

### Sample of Access Log Book

Date	Who had Access	Reason for Access	Outcome
e.g. 01/01/2020	A N Other (Chair)	Complaint re goalpost vandalised	Data viewed, incident confirmed, perpetrators identified and reported to the police.

#### **Clerk Contact Details:**

Sarah Youngman  
Armthorpe Parish Council  
Armthorpe Community Centre  
Welfare Park  
Church Street  
Armthorpe  
Doncaster DN3 3AG  
Tel: 01302 830543  
Email: [clerk@armthorpeparishcouncil.co.uk](mailto:clerk@armthorpeparishcouncil.co.uk)

**Dated:** 18<sup>th</sup> September 2025

**Approved:** 11<sup>th</sup> November 2025

**Review Date:** November 2027

# ARMTHORPE PARISH COUNCIL

## Request to View - CCTV images

### Data Subject

Date of Recording:	Place of Recording:	Time of Recording:
Applicants Name and Address:  Post Code:  Tel.No:	Evidence of Description of Applicant and any distinguishing features (e.g. clothing)  A recent photograph may be necessary to aid identification.	
Signature of Applicant: (or parent/guardian if under 18)		
Reason for request:		
Were you alone? YES/NO If not, please describe any accompanying persons.		

**FOR OFFICE USE ONLY**

Received by:	Date Received:	Time Received:	
Fee Charged:/ N.A	Fee Paid:	Request Approved YES / NO	Date Applicant Informed:
Actioned By:  On: ...../...../.....	Image Identified On:	In the presence of:	
Applicant attended viewing on:	Result:	In the presence of:	

**ARMTHORPE PARISH COUNCIL**

**REQUEST TO VIEW CCTV IMAGES**

**POLICE**

<b>Date and Time of Recording</b>	<b>Place of Recording</b>
<b>Police Contact Details</b>	<b>Reason for Request</b>
<b>Date Request Received:</b>	<b>Date Viewed by Police:</b>
<b>Signed: (Council Clerk)</b>	<b>Signed: (On behalf of the Police)</b>

**Armthorpe Parish Council**

**CCTV Policy**

**THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES**

*I have read this policy and agree to abide by these instructions and will raise any concerns to the Parish Clerk*

Signed:-----Print Name:-----Dated:-----

Signed:-----Print Name:-----Dated:-----

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