



Sutton Parish Council

CCTV Policy

Reviewed June 2026
Next Review June 2029 or if legislation changes.

Sutton Parish Council CCTV Policy

1 Introduction

- 1.1 This policy is to control the management, operation, use and confidentiality of the CCTV system at The Glebe and the Pavilion.
- 1.2 It has been prepared taking due account of the Code of Practice published by the Data Protection Commissioner (V1.1 May 2015) updated June 2025, and Surveillance Camera Code of Practice (2012) updated Jan 2022 and The Data Protection Act 2018.
- 1.3 This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that the system meets legislative requirements.
- 1.4 The system comprises 5 fixed cameras located on the exterior of The Glebe and 4 fixed cameras outside the Pavilion and is owned by Sutton Parish Council.

2. Objectives of the scheme

- (a) To protect the buildings and their assets
- (b) To increase personal safety and reduce the risk of crime
- (c) To support the Police in a bid to deter and detect crime
- (d) To assist in identifying, apprehending and prosecuting offenders
- (e) To protect members of the public and private property
- (f) To assist in managing the The Glebe and The Pavilion.

3. Statement of intent

- 3.1 The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements the Data Protection Act 2018; FOI Act 2000; Protection of Freedoms Act 2012; the Human Rights Act 1998, the Commissioner's Code of Practice and the Surveillance Camera Code of Practice (s29 POFA).

- 3.2 The Parish Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3 Cameras will be used to monitor activities within The Glebe and Pavilion and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of The Glebe and Pavilion, together with its visitors.
- 3.4. Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.
- 3.5 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Parish Councils forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.
- 3.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.
- 3.7 The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.8 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the CCTV.

4 Operation of the system

- 4.1 The Scheme will be administered and managed by the Parish Clerk, in accordance with the principles and objectives expressed in the code.
- 4.2 The day-to-day management will be the responsibility of both the Parish Clerk and in their absence the Deputy Clerk
- 4.3 The CCTV system will be operated 24 hours each day, every day of the year.

5. Control Room

- 5.1 The Caretaker/Lengthsman will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.
- 5.2 Access to the CCTV Control Room will be strictly limited to the Parish Clerk, Deputy Clerk (when deputising for the Clerk) and the Lengthsman/Caretakers.
- 5.3 Unless an immediate response to events is required, staff in the CCTV Control Room must not direct cameras at an individual or a specific group of individuals.
- 5.4 Visitors and other contractors wishing to enter the Control Room will be subject to particular arrangement as outlined below.
- 5.5 If out of hours emergency maintenance arises, the Caretaker must be satisfied of the identity and purpose of contractors before allowing entry.
- 5.6 A visitor's book will be maintained in the Control Room. Full details of visitors including time/data of entry and exit will be recorded.
- 5.7 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Monitoring procedures

- 6.1 Camera surveillance may be maintained at all times.
- 6.2. A monitor is installed in the Parish Council Office to which pictures will be continuously recorded and also in the Control Room of the Pavilion.
- 6.3 If covert surveillance is planned or has taken place copies of the Authorisation Forms, including any Review, or Cancellation must be returned to the Parish Clerk.

7. Recording Procedures

- 7.1 Recordings may be viewed by the Police for the prevention and detection of crime, authorised officers of Sutton Parish Council for supervisory purposes, authorised demonstration and training.
- 7.2 A record will be maintained of the release of Recordings to the Police or other authorised applicants. A register will be available for this purpose.
- 7.3 Viewing of Recordings by the Police must be recorded in writing and in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
- 7.4 Should a recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1 (iv) of this Code. Recordings will only be released to the Police on the clear understanding that the tape remains the property of the Parish Council, and information contained on it are to be treated in accordance with this code. The Parish Council also retains the right to refuse permission for the Police to pass to any other person the recording or any part of the information contained thereon.
- 7.5 Applications received from outside bodies (e.g. solicitors) to view or release Recordings will be referred to the Parish Clerk. In these circumstances Recordings will normally be released 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.

8 Breaches of the code (including breaches of security)

- 8.1 Any breach of the Code of Practice by council staff, will be initially investigated by the Parish Clerk, in order for him/her to take the appropriate disciplinary action.
- 8.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

9 Assessment of the scheme and code of practice

- 9.1 Performance monitoring, including random operating checks, may be carried out by the Clerk.

10 Complaints

- 10.1 Any complaints about the Parish Council's CCTV system should be addressed to the Parish Clerk.
- 10.2 Complaints will be investigated in accordance with Section 8 of this Code.

11 Access by the Data Subject

- 11.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.
- 11.2 Requests for Data Subject Access should be made on an application form available from the Parish Clerk

12 Public information

Copies of this Code of Practice will be available to the public from the Parish Clerk.

Summary of Key Points

- This Code of Practice will be reviewed every three years or change in legislation.
- The CCTV system is owned and operated by the Parish Council.
- The Control room will not be manned.
- Recordings may only be viewed by Authorised Parish Council Officers, Control Room staff and the Police.
- Recordings required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment.
- Recordings will be disposed of securely by incineration.
- Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with the corporate policies

and procedures. The Parish Council must use these procedures and comply with the requirements set out in the procedure documentation.

- Any breaches of this code will be investigated by the Parish Clerk. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Parish Council.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Signage

Signs should be placed so that the public are aware that they are entering a zone which is covered by surveillance equipment. The signs should be clearly visible and legible to the public.

The size of the signs will vary according to circumstances.

Below is an example. Signs may vary.

Car Park - A3 in order they can be viewed by someone sitting in a car.

Main Entrance - A4 to be placed at eye level.

Rear Kitchen Entrance – A4 to be placed at eye level.



Authorised Staff

Clerk of the Council

Deputy Clerk (While deputising for the Clerk)

Caretakers

Lengthsman

Document History		
Status	Date	Version
Drafted by Clerk	June 2016	2.0
Draft to Council for Debate	28 th June 2016	
Council Approved		
Review date and Draft to Council	June 2026	3.0
Approved by Council Min Ref	Min Ref 050/26 1	
Review Date	June 2029	3.0

ACCESS REQUEST FORM – CCTV IMAGES

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address Post Code: Tel.No:		Description of Applicant and any distinguishing features (e.g. clothing) 	
Signature of Applicant (or parent/guardian if under 18)		A recent photograph may be necessary to aid identification.	
Reason for request - <i>Continue overleaf if necessary</i>			
Were you alone? YES/NO If not, please describe any accompanying persons. 			
FOR OFFICE USE ONLY			
Received by:	Clerk's Signature	Date Received	Time Received
Fee Charged / N.A.	Fee Paid:	Request Approved YES/NO	Date Applicant Informed:
Actioned By: On: / /	Image Identified on Tape Ref	In the presence of:	

Applicant attended viewing on/...../.....	Result:	In the presence of:

RECORD OF NUISANCE / CRIMES

OFFENCE	COMMITTED ON	DESCRIPTION	NAME/ADDRESS OF WITNESS:	ACTION TAKEN Tick all (Crime No.)	BY:	DATE/ TIME	CCTV CHECKED
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action:
	Date: Time: Place:			Recorded only Police Called-Local 999 Police Attended LETTER PROSECUTION			By: Result: Action: