

## Bishop's Itchington Parish Council CCTV Policy – June 2026

This policy was reviewed and adopted at the parish Council Meeting held on 1 June 2026 – Minute Reference 26/58, Item 13b

Date Adopted: 1 June 2026

Date for Review: June 2027

### 1 Introduction

This policy provides Bishop's Itchington Parish Council (the "parish council") with guidance to ensure compliance with relevant legislation governing the use of Closed-Circuit Television (CCTV) in Bishop's Itchington.

The policy ensures that the parish council meets its statutory obligations and therefore aims to ensure that individuals and the wider community have confidence that surveillance cameras are deployed to protect and support them, rather than intrude on their privacy.

This document governs the management, operation, use, and confidentiality of the CCTV systems in the village of Bishop's Itchington.

The CCTV platform and associated recording equipment is installed on the below sites.

Location	Cameras
Bishop's Itchington Cemetery	1
Bishop's Itchington Playing Fields	1

This policy is subject to annual review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meet all legislative requirements.

### 2 Purpose

The CCTV system installed by the Parish Council is intended to:

- Provide a safe and secure environment for visitors, workers, and residents.
- Monitor the security of premises and equipment.
- Reduce vandalism and prevent, deter, and detect crime and disorder.
- Assist the police in identifying, detecting, apprehending, and prosecuting offenders.
- Deter potential offenders through visible cameras and signage.
- Support emergency services in carrying out their duties.

The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

### 3. Legislative Framework

The Parish Council shall comply with all relevant legislation, including:

- **Local Government and Rating Act 1997 (s.31):** Grants parish councils the power to install CCTV for crime prevention and detection.
- **Crime and Disorder Act 1998 (s.17):** Requires the Council to consider the impact of its functions on crime and disorder.
- **Freedom of Information Act 2000 (FOIA):** Governs the release of CCTV footage upon request.
- **Data Protection Act 2018 and GDPR:** Ensures the lawful processing of personal data captured by CCTV.

The Council adheres to the following principles for data processing:

- Fair and lawful processing.
- Processing for limited, specified purposes.
- Adequate, relevant, and non-excessive data collection.
- Accurate data.
- Data retention only for as long as necessary.
- Processing in accordance with individuals' rights.
- Secure storage of data.

### 4. Roles and Responsibilities

#### 4.1 System Owner

The CCTV System Owner (the Parish Council) is responsible for allocating appropriate access to the CCTV system. Records will be kept of users' justification for accessing the system and the cameras to which they have access. They will be the main contact point for access requests to view footage and will be responsible for maintaining records of all processing activities. Additionally, they are required to annually review audit files to ensure that designated users are not abusing the right to access the CCTV system.

#### 4.2 System Manager

- The Parish Clerk (acting as the System Manager) is responsible for the day-to-day management and operation of the CCTV system.

#### 4.3 System Users

- The System Manager (the Parish Clerk) or Police officers may access the system. Staff and third parties must adhere to the terms of this policy and the guidance offered in operational procedures pertaining to data protection, as well as any data handling practices as dictated by contractual agreements with the parish council. All staff are expected to comply with this policy always to protect personal data from unauthorised access and harm.

In the absence of the Parish Clerk, a delegated individual will be appointed as the System Manager by the Parish Council.

## 5. Operational Guidelines

### 5.1 Access to CCTV System

- Only the System Manager may access the cameras, monitors, and associated systems.
- Public access to monitors is prohibited.
- The police may access recordings for crime investigation purposes. All such access must be logged, with as much information as possible.

### 5.2 Data Handling

- Records (including audio and images) shall be securely stored on the parish council system and handled only by the System Manager. Where there is a reason to keep an image longer than the usual set retention period, the image will be copied and stored securely, in digital format, with new, relevant set retentions documented.
- Images are retained for up to 30 days before automatic overwriting.
- Footage may be retained longer if required for legal proceedings.

### 5.3 Incident Reporting

- Any damage to equipment or malfunctions must be reported immediately to the Parish Clerk.
- All incidents requiring data review must be logged, including crime numbers if applicable.

### 5.4 Requests for footage

- Requests will be regarding the prevention and detection of crime and will be dealt with on a case-by-case basis. Images are retained for up to 30 days before automatic overwriting.
- Individuals who are captured on CCTV are entitled to request a copy of that footage. This process is called Right of Access under GDPR and is commonly known as a Subject Access Request.
- Requests from organisations such as insurance companies or solicitors' firms that request footage for legal purposes will be determined on a case-by-case basis. Consideration will be made on what lawful basis information is requested and the powers of the third party, to view the data or compel its release under the DPA(2018). It will be necessary to ascertain that the data owner has given permission for their data to be requested (in effect a DSAR by proxy). Other parties' data captured in the footage must be redacted in this case, and where legal and appropriate, footage may be released.
- Requests will be processed in accordance with data protection legislation.

## 6. Accountability and Transparency

### 6.1 Signage

- Prominent signs shall be displayed in areas covered by CCTV, providing:
  - o The purpose of CCTV.
  - o Contact details for the managing organisation.

### 6.2 Policy Availability

- Copies of this policy are available on the parish council website.
- The Police will be provided with a copy of this policy.

### 6.3 Complaints

- Concerns or complaints regarding the use of CCTV will be addressed under the Parish Council's existing complaints policy.

## 7. Compliance with Surveillance Camera Code of Practice 2013

The parish council adheres to the 12 principles of the Surveillance Camera Code of Practice:

1. **Purpose:** CCTV is used solely for crime prevention, public safety, and property protection.
2. **Privacy:** The system respects individuals' privacy, with regular reviews to ensure justified use.
3. **Transparency:** Clear signage and a published contact point for information and complaints.
4. **Accountability:** Clear responsibility for system management and data handling.
5. **Rules and Procedures:** Clear policies communicated to all users.
6. **Data Minimisation:** Only necessary images (relating to crime prevention, public safety, and property protection) are stored and retained.
7. **Access Control:** Restricted access to images, with disclosure only for lawful purposes.
8. **Standards:** Compliance with operational, technical, and competency standards.
9. **Security:** Appropriate measures to safeguard against unauthorised access.
10. **Review and Audit:** Annual reviews to ensure compliance with legal requirements.
11. **Effectiveness:** Use of current equipment to support public safety and law enforcement.
12. **Database Use:** No use of facial recognition or biometric databases.

## 8. Review and Compliance

This policy, along with the need for CCTV usage, will be reviewed annually by the Parish Council. Any changes will be communicated to all relevant stakeholders.

**Appendix 1**

CCTV – Request to View / Release Footage

*For internal use only*

Requestors Name	
Company / Organisation	
Address	
Telephone	

Date of Incident		Time of Incident	
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Location of Incident	
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Signature of Requestor		Date	
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Request Accepted?	Yes	No ( <i>provide reason</i> )	
Parish Council Authority Signature		Name	
Clip Details			
Camera Number(s)			

**Without complete details and a valid reason for access to footage, the Parish Council reserve the right to refuse requests. This is to ensure that we operate within the requirements of the Data Protection Act 1998 and the Information Commissioners Office Guidelines.**