

Halstead Parish Council CCTV Policy

Approved: Full Council – February 9th 2026

For review: Full Council – February 2028

1. Introduction

Halstead Parish Council (the Council) is committed to ensuring that the use of Closed-Circuit Television (CCTV) at the Pavilion is carried out in a lawful, transparent and proportionate manner. This policy sets out the Council's approach to the management, operation and use of CCTV systems.

The CCTV system is operated in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Information Commissioner's Office (ICO) CCTV Code of Practice.

2. Purpose of the CCTV System

The purposes of installing and operating CCTV at the Pavilion is to:

- Deter and detect crime, anti-social behaviour and vandalism
- Promote the safety and security of hall users, staff, volunteers and visitors
- Protect Council property and assets
- Assist the police and other law enforcement agencies in the investigation of crime

CCTV will not be used for any purpose that is incompatible with these objectives.

3. Scope of the System

- CCTV cameras are located at the pavilion.
- Cameras are positioned to monitor access points only
- CCTV will not be used in areas where individuals have a reasonable expectation of privacy, such as toilets or changing areas.

Clear signage will be displayed at the Community Hall to inform the public that CCTV is in operation and to identify Halstead Parish Council as the system operator.

4. Lawful Basis for Processing

The lawful basis for processing personal data through CCTV is that it is necessary for the performance of a task carried out in the public interest and for the Council's legitimate interests in ensuring public safety and protecting property.

5. Responsibilities

- Halstead Parish Council is the Data Controller for the CCTV system.
- Overall responsibility for CCTV operation rests with the Parish Clerk.
- Only the Clerk and Councillors may access the CCTV system and recordings.
- All authorised users must receive appropriate training on data protection and this policy.

6. Operation of the CCTV System

- Cameras will be operated fairly and lawfully at all times.
- CCTV images will be of sufficient quality for the purpose for which they are collected.
- Cameras will not be used to monitor individuals in a discriminatory or intrusive manner.
- Audio recording will not be used.

7. Storage and Retention of Images

- CCTV recordings will be securely stored with restricted access.
- Images will be retained for a maximum of **[e.g. 30 days]**, unless required for:
 - An ongoing investigation
 - A subject access request
 - Legal proceedings
- At the end of the retention period, images will be securely deleted.

8. Access to CCTV Images

Access to recorded images will be:

- Limited to the Clerk and Councillors.
- Granted only where necessary for the stated purposes of the system

Third-party access (e.g. police) will only be provided where:

- A formal request has been made
- It is lawful and necessary to do so
- A record of the disclosure is kept

9. Subject Access Requests

Individuals have the right to request access to personal data held about them, including CCTV images.

- Requests must be made in writing to the Parish Clerk.
- Proof of identity may be required.
- Requests will be handled within one month, in accordance with data protection legislation.
- Where images contain other identifiable individuals, appropriate steps will be taken to protect their privacy (e.g. redaction).

10. Complaints

Any complaints about the use of CCTV should be directed to the Parish Clerk in the first instance.

If a complaint cannot be resolved, individuals have the right to raise concerns with the Information Commissioner's Office (ICO).

11. Review of the Policy

This policy will be reviewed periodically, and at least every two years, to ensure it remains effective and compliant with legal requirements.