



BISHOP MIDDLEHAM PARISH COUNCIL

CCTV POLICY

Conserving our Past: Building Our Future

CCTV POLICY

Public Recreation Areas

1. Introduction

The Parish Council recognises the need to ensure the safety and wellbeing of residents and visitors while respecting individuals' rights to privacy. This policy sets out how the Parish Council operates CCTV cameras within its public recreation areas, the purposes for which CCTV is used, and how recorded data is managed.

The Council is committed to using CCTV responsibly, proportionately, and transparently, in accordance with all relevant legislation and guidance.

2. Purpose of CCTV Use

The Parish Council operates CCTV systems within public recreation areas for the following legitimate purposes:

- the **prevention and detection of crime**, including vandalism and damage to Council property;
- the **reduction of anti-social behaviour**;
- the promotion of **public safety**;
- supporting investigations by the Police or other authorised bodies where appropriate; and
- addressing environmental issues, including **dog fouling**, where complaints or reported incidents have been received.

CCTV is not used for general or routine monitoring of individuals and is not operated in a manner that is intrusive or excessive.

3. Legal Framework

The Parish Council operates CCTV under the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018;
- Human Rights Act 1998
- Protection of Freedoms Act 2012; and
- Surveillance Camera Code of Practice.

The Parish Council is the **data controller** for all CCTV systems it operates.

4. Location of Cameras

CCTV cameras are installed only in **publicly accessible areas** within the recreation ground. Cameras are carefully positioned to:

- focus on areas where there is a demonstrated need for monitoring; and
- **avoid filming private homes, gardens, or areas of private land** wherever reasonably practicable.

The number of cameras and their locations are kept under review to ensure their continued necessity and proportionality.

5. Transparency and Signage

The Parish Council is committed to openness and transparency. Clear and visible signage is displayed within the recreation area to:

- inform the public that CCTV is in operation;
- state the purpose of recording (crime prevention and public safety); and
- identify the Parish Council as the operator, with details of how further information may be obtained.

Signage is placed so that individuals are made aware of CCTV monitoring before entering areas covered by cameras.

6. Access, Security and Technical Measures

CCTV footage is stored on **encrypted memory cards** located within the cameras. Access to recorded images is **strictly controlled**:

- Footage can only be viewed using **specialist software**.
- The software is installed solely on the **Parish Council's designated laptop**.
- The laptop is operated **exclusively by the Parish Clerk**, acting on behalf of the Parish Council.

No other councillors, staff, contractors, or members of the public are permitted to access CCTV footage unless legally authorised.

These arrangements ensure that appropriate **technical and organisational security measures** are in place to protect personal data against unauthorised access, loss, or misuse.

7. Review and Use of Footage (Including Dog Fouling)

CCTV footage is reviewed **only when necessary** and in response to:

- reported incidents;
- suspected criminal activity; or
- complaints relating to anti-social behaviour, including **dog fouling**.

Where dog fouling incidents are investigated:

- footage is reviewed solely to establish whether an offence may have occurred;
- footage is used only for that specific purpose; and
- there is no continuous or routine monitoring of dog walkers or park users.

CCTV footage is not used for performance monitoring, profiling, or any purpose unrelated to crime prevention, community safety, or environmental enforcement.

8. Disclosure of Footage

CCTV recordings are not shared routinely.

Footage may only be disclosed:

- to the Police or another statutory authority;
- where there is a lawful basis to do so; and
- where the disclosure is necessary for the investigation or prosecution of an offence.

Any disclosure is documented and carried out in accordance with data protection legislation.

9. Retention of Footage

CCTV footage is retained for a **limited and defined period only**, sufficient to allow incidents to be identified and investigated.

Footage is:

- automatically overwritten or securely deleted after the retention period; and
- retained for longer only where required as evidence in an ongoing investigation or legal process.

10. Individual Rights

Individuals whose images are captured by CCTV have rights under data protection law, including:

- the right to request access to images of themselves (Subject Access Request); and
- the right to raise concerns or complaints about the use of CCTV.

Requests and enquiries should be made to the Parish Clerk, who will handle them in accordance with legal requirements.

11. Complaints

Any concerns about the operation of CCTV should be raised in the first instance with the Parish Clerk by emailing parishclerk@bishopmiddleham-pc.gov.uk or telephone: 07512314606. If concerns cannot be resolved, individuals may contact the Information Commissioner's Office.

12. Review of Policy

This policy will be **reviewed regularly** and updated as necessary to ensure continued compliance with legislation, guidance, and best practice.

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