



Stoke Gifford Parish Council

CCTV Policy

1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2008). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Stoke Gifford Parish Council accepts the data protection principles based on the General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information as follows:

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using Parish Council facilities, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- To assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both inside and outside Parish Council buildings;
- To assist all 'emergency services' to carry out their lawful duties.

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at full Council meeting. All agendas are posted on the Town Council website at least 3 clear days (excluding weekends) before Council meetings.

4. Responsibilities of the Owners of the Scheme

The elected Parish Council and staff retains overall responsibility for the scheme.

To be reviewed by the Parish Council: May 2025