



## **CCTV Policy**

### **1. Introduction**

CPCC operates Closed-Circuit Television (CCTV) systems to deter and reduce crime, prevent antisocial behaviour, and ensure a safe and secure environment for residents, visitors, and staff. The systems also aim to prevent the loss or damage to property and assist in reporting crime to the relevant authorities.

CPCC complies with the ICO CCTV Code of Practice and the 12 guiding principles of the Surveillance Camera Code of Practice to ensure responsible use of the system.

The system complies with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This policy outlines the principles and procedures governing the operation and management of the CCTV system.

### **2. Purpose of CCTV**

The primary purposes of the CCTV system are:

- To enhance the safety and security of CPCC properties.
- To deter and detect criminal activity and anti-social behaviour.
- To assist in the investigation of incidents.

### **3. Camera locations**

The CCTV system comprises multiple cameras installed in key locations around CPCC properties.

The systems are owned and managed by CPCC.

The systems record video images only; they do not record audio. All footage is password-protected and securely stored.

Recorded footage is retained for a maximum of 31 days before being automatically overwritten, unless required for ongoing investigations or legal proceedings. After this, footage is automatically and securely deleted.

#### **4. Sharing of CCTV Footage**

CCTV footage is not shared with members of the public. However, footage may be disclosed to law enforcement authorities upon request, provided a crime reference number is supplied.

Requests for footage from other third parties, such as statutory organisations, will be considered on a case-by-case basis in compliance with GDPR.

A detailed log is maintained for all disclosures of CCTV footage, including the date, recipient, and reason for access.

#### **5. Subject Access Requests (SARs)**

Individuals have the right to request access to footage that relates to them.

Requests must be submitted in writing to the Clerk and include sufficient information to identify the footage (e.g., date, time, and location).

Proof of identity is required before processing a request.

The Council may refuse requests deemed excessive, repetitive, or manifestly unfounded.

#### **6. Responsibilities and Policy Review**

CPCC is responsible for ensuring the CCTV systems operate in compliance with this policy and applicable legislation. Passwords, access permissions, and operational procedures are reviewed annually to maintain security and effectiveness.

Complaints or concerns regarding the operation of the CCTV system should be directed to the Clerk in the first instance.

#### **7. Further Information**

For more information about CCTV and data protection, please refer to:

- The CCTV Code of Practice (ICO)
- The Data Protection Act 2018
- The UK General Data Protection Regulation

Adopted at a meeting of Full Council – 17 February 2026