STILTON PARISH COUNCIL

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CCTV Policy

Introduction

This policy is to control the management, operation, use and confidentiality of the CCTV system located at The Pavilion, High Street, Stilton - owned by Stilton Parish Council and monitored by Huntingdonshire District Council.

The policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2015), Data Protection Act 2018, Freedom of Information Act 2000 and Human Rights Act 1998. This policy will be subject to annual 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.

The CCTV Scheme is registered with the Information Commissioner under the Terms of the Data Protection Act 2018. Registration Reference: ZA313852
Stilton Parish Council observes the eight data protection principles based on the Data Protection Act 2018 as follows.

Data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;
- not transferred to a country or territory outside the European Economic Area unless an adequate level of protection for the rights and freedoms of data subjects is ensured.

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 facilities at the Pavilion, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- to reduce the vandalism of property, Pavilion garden, recreational field and Play Park 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 (**all data requests must be forwarded to Huntingdonshire District Council as data controllers);**
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display in areas being monitored;
- to assist all "emergency services" to carry out their lawful duties.

Changes to the Purpose or Policy

The CCTV Policy may be discussed at meetings of the Amenities Management Committee. However, any 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 a full Parish Council meeting.

Responsibilities of the Owner of the Scheme

Stilton Parish Council is the owner of the CCTV system. Huntingdonshire District Council monitors all live camera feed and records data footage. The Pavilion office has a screen with live feed on it to assist day-to-day running of the Pavilion but no employee or councillor has access to recorded images.

CCTV Code of Practice

Management of the System

Ensuring full working order of the system rests with Huntingdonshire District Council. The Clerk will work with representatives of Huntingdonshire District Council to ensure full operation of the system. Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. digital evidence must be in an acceptable format for use at Court hearings. Huntingdonshire District Council, as data controllers, are responsible for the recording and retention of internally and externally CCTV footage at Stilton Pavilion.

Huntingdonshire District Council will display signs, both inside and outside the Pavilion, Play Park, Skate Park, playing field and on the road in front of the Pavilion to inform people of the presence of CCTV.

The Clerk will carry out an annual Data Protection Impact Assessment (DPIA) to ensure the Parish Council's CCTV system is fit for purpose.

Control and Operation of the Cameras, Monitors and Systems

The following points must be understood and strictly observed:

- Observers must act with integrity
- No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Clerk to the Council. The Police are permitted access the CCTV recordings if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police will be directed to Huntingdonshire District Council to submit as access request to view data.
- No images from CCTV will ever be posted online or disclosed to the media.
- Storage and Retention of Images
- All recordings of data are controlled by Huntingdonshire District Council who will liaise with the Police regarding requested images.
- Any damage to equipment or malfunction should be reported immediately to the Clerk to the Council or Pavilion Administrator and recorded in the logbook. When a repair has been made, this should also be logged showing the date and time of completion.
- Subject Access Requests
  Any request by an individual member of the public for access to their own, recorded image must be sent formally and will be forwarded to Huntingdonshire District Council to action.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

We recognise that, in rare circumstances, individuals may have a legal right to object to processing and in certain circumstances, to prevent automated decision-making (see Articles 21 and 22 of the GDPR). For further details or any questions about this policy or SPC's use of CCTV, please contact the Clerk.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

Policy Review

Reviewed: 12 May 2026 (agenda item PC108/26)
Next review date: May 2027