



**GREAT
SANKEY**
PARISH
COUNCIL

CCTV Policy

1. Introduction

- 1.1 Great Sankey Parish Council (the Council) uses closed circuit television (CCTV) images to reduce crime and monitor Council property to provide a safe and secure environment for members of the public and staff, and to prevent loss or damage to property.
- 1.2 The CCTV system is located at Tim Parry Community Centre and Recreation Ground, Cromdale Way, Great Sankey, Warrington, WA5 3UA.
- 1.3 The CCTV system comprises a total of five fixed cameras to the community centre and car parks. The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the Council.
- 1.5 The CCTV system is monitored remotely from the Parish Office by the Parish Clerk and Deputy Clerk.
- 1.6 The CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of the system and associated images is covered by the Data Protection Act 1998 and the General Data Protection Regulations 2018. This policy outlines the Council's use of CCTV and how it complies with the relevant legislation.

2. Statement of Intent

- 2.1 The Council complies with the Information Commissioner's Office (ICO) and the Surveillance Camera Commissioner's (SCC) Code of Practice to ensure it is used responsibly. The Code of Practice is available on the ICO and SCC websites (see para 10).
- 2.2 Where CCTV is used, the Council will ensure that there are prominent signs placed within the controlled area.
- 2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3. Siting the Cameras

- 3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectations are not violated. The Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.
- 3.2 The Council will make every effort to position cameras so that their coverage is restricted to Council premises, including outdoor areas.

4. Covert Monitoring

- 4.1 The Council may in exceptional circumstances set up covert monitoring, such as
 - i) Where there is good cause to suspect that illegal or unauthorised action(s) is taking place, or where there are grounds to suspect serious misconduct;
 - ii) Where notifying individuals about the monitoring would seriously prejudice the reason for making the recording.
- 4.2 In such circumstances identified under 4.1, authorisation for covert monitoring must be a joint decision of the Parish Clerk and full Council in conjunction with the local Police.
- 4.3 Covert monitoring must cease following completion of an investigation.

5. Storage and Retention of CCTV Images

- 5.1 Recorded data will be retained for no longer than one month unless covered by provisions in 5.3.
- 5.2 All retained data will be stored securely. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.
- 5.3 In exceptional circumstances, where required for investigation or prosecution of offences by the Police, data may be retained as necessary. Data will be deleted on completion of any investigation/prosecution process.

6. Access to CCTV images

- 6.1 Access to recorded images will be restricted to staff authorised to view them.

7. Subject Access Requests (SAR)

- 7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 7.2 All requests should be made in writing to the Parish Clerk using the form given in Appendix A. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified.
- 7.3 The Council will respond to requests within 14 working days of receiving the written request and fee.
- 7.4 A fee of £10 will be charged per request.

8. Access to and Disclosure of Images to Third Parties

- 8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the Council where these would reasonably need access to the data e.g. investigators.
- 8.2 Requests for disclosure of recorded data should be made in writing to the Parish Clerk.

9. Complaints and Enquiries

- 9.1 Complaints and enquiries about the operation of the CCTV within the Council should be directed to the Parish Clerk.

10. Further information

Further information on CCTV and its use is available from the following:

- Information Commissioners Office
- Surveillance Camera Commissioner
- Data Protection Act 1998
- General Data Protection Regulations 2018
- Government Services

Appendix A

CCTV Access Request Form

Date and Place of Recording:		Time of Recording:
Applicants Name & Address	Description of Applicant and any distinguishing features e.g. clothing	
Post Code: Tel. No.		
Signature of Applicant		
(or parent/guardian if under 18)	(A recent photograph may be necessary to aid identification)	
Reason for Request:		
FOR OFFICE USE ONLY		
Received by:	Date Received:	Time Received:
Fee Charged & Paid	Request Approved	Date Applicant Informed:
Reason for Refusal if applicable		