



CCTV Policy

Adopted: 19/05/2026

Reviewed: 19/05/2026

Next Review Due: 03/05/2028

1. Introduction

1.1 Legal Compliance

This policy ensures compliance with:

- General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Home Office Surveillance Camera Code of Practice
- Information Commissioner's CCTV Code of Practice
- Freedom of Information Act 2000

1.2 System Overview

Up Hatherley Parish Council operates CCTV surveillance systems at:

- The Village Hall, Cold Pool Lane
- ICO Registration: **ZB294731**

1.3 Signage and Review

- Warning signs displayed at all CCTV locations with contact details
- Policy reviewed annually, and after legislative changes and system modifications
- When operational experience indicates updates needed

2.0 Purpose

The CCTV systems operate to:

- Ensure public safety and reduce fear of crime

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- Prevent and detect criminal activity
- Support police investigations and prosecutions
- Protect Parish Council assets and property

Limitations:

- Cameras only monitor public areas (not private property)
- Not used for commercial purposes

3.0 Data Protection

3.1 Personal Data

- CCTV images of identifiable people are personal data under Data Protection Act 2018
- Data Protection Impact Assessments conducted before system deployment/changes
- All data treated as protected under GDPR

3.2 Retention

- Recordings automatically deleted after **28 days**
- May be retained longer as evidence for investigations
- Extended retention logged and securely stored
- Deleted when investigation concluded

3.3 Data Subject Rights

Individuals can request access to their personal data (£10 administration fee applies).

4.0 Access and Control

4.1 Authorised Access

Limited to:

- Parish Clerk, (relevant Councillors as necessary)
- Maintenance contractors (when required)
- Police (with proper authority)

4.2 Security and Logging

clerk@uphatherleyparish.gov.uk
www.uphatherleyparish.gov.uk

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- All access points secured
- Comprehensive log maintained recording: date, user, purpose, authority
- Evidence of authority required before access granted

5.0 Data Sharing

5.1 Permitted Disclosures

Data may only be shared with:

- **Police and law enforcement** (written request with good cause)
- **Data subjects** (subject access requests)
- **Courts** (court orders)
- **Legal proceedings** (with proper documentation)
- **Media** (only for victim/witness/perpetrator identification in criminal cases, considering victim wishes)

5.2 Fees

- Police – N/A
- Subject access requests: £10
- Other requests: cost of materials only

5.3 Police Access

- Written requests required under GDPR
- Parish Council retains ownership of recordings
- Right to refuse further distribution
- Register maintained of all releases

6.0 Evidence Procedures

For legal proceedings:

- Each recording uniquely identified and logged
- Evidence sealed, witnessed, signed, and dated
- Secure storage in separate evidence store

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- Recordings remain Parish Council property
- Proper indexing until required by authorities

7.0 Operation

7.1 Management

- **Overall responsibility:** Parish Clerk
- **Operation:** 24/7, 365 days per year (subject to maintenance)
- **Monitoring:** Regular efficiency checks

7.2 System Limitations

The Parish Council acknowledges the system provides optimal coverage within practical constraints but cannot guarantee detection of every incident.

8.0 Complaints and Breaches

8.1 Policy Violations

- Unauthorised access/use may constitute gross misconduct
- Investigations conducted by Parish Clerk
- Serious breaches reported to Parish Council
- Staff breaches may lead to disciplinary action

8.2 Complaints

All complaints about CCTV use should be directed to:

Kathryn Oakey , Clerk to Up Hatherley Parish Council, clerk@uphatherleyparish.gov.uk

9.0 Training and Public Information

9.1 Staff Requirements

- All authorised personnel receive policy copy
- Signed compliance confirmation required
- Regular training on updates and GDPR requirements

9.2 Public Access

clerk@uphatherleyparish.gov.uk
www.uphatherleyparish.gov.uk

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- Policy available on Parish Council website
- Paper copies available from Parish Council offices
- Contact details provided for public queries

Contact Information:

Kathryn Oakey

Up Hatherley Parish Council

15 Holmer Crescent

Up Hatherley

Cheltenham

Glos

GL51 3LR

ICO Registration: ZB294731

All authorised personnel must read, understand, and acknowledge compliance with this policy.

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Were you alone? YES/NO If not, please describe any accompanying persons.			
FOR OFFICE USE ONLY			
Received by:		Date Received:	Time Received:
Fee Charged / N.A	Fee Paid:	Request Approved YES / NO	Date Applicant Informed:
Actioned By: On:/...../.....	Image Identified On:		In the presence of:
Applicant attended viewing on:	Result:		In the presence of:
...../...../.....			

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Appendix B

Up Hatherley Parish Council

Download Receipt Form CCTV Images - Police

Date and Time of Recording:	Place of Recording:
Police Contact Details:	Reason for Request:
Date Request Received:	Date Download Received by Police:

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Signed (Parish Clerk)	Signed (on behalf of Police)
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Up Hatherley Parish Council – CCTV Policy

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES

I have read the above policy and agree to abide by these instructions and will raise any concerns to the Parish Clerk.

Signed Print Name Dated

Signed Print Name Dated

Signed Print Name Dated