

Dalton with Newton Town Council

CCTV Policy

Adopted on: _11th May 2026 - C23/05/2026_

Review date: _____

1. Introduction

1.1 Closed Circuit Television (CCTV) is installed at Dalton Town Hall for the purpose of ensuring the safety and security of staff, visitors, and premises. Cameras are located at the front of the building and images are recorded.

1.2 The use of CCTV falls within the scope of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1.3 To comply with the requirements of the law, personal data must be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept for no longer than is necessary
- Processed in accordance with individuals' rights
- Kept secure

1.4 This policy has been prepared with reference to guidance issued by the Information Commissioner's Office (ICO) on the use of CCTV and surveillance systems.

2. Data Protection Statement

2.1 Dalton with Newton Town Council is the Data Controller.

2.2 CCTV is installed for the purpose of ensuring the safety and security of staff, visitors, and premises.

2.3 The Clerk acts as the Council's Data Protection Officer (DPO).

2.4 Access to stored images will be restricted to authorised personnel only.

2.5 CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.

2.6 CCTV images may be used where appropriate as part of staff disciplinary or grievance procedures.

2.7 Clear and visible signage is displayed at all entrances to the premises, informing individuals that CCTV is in operation, the purpose of the system, and the identity of the data controller.

2.8 Lawful Basis for Processing

The Council processes CCTV images under Article 6(1)(e) of the UK GDPR (public task), as the processing is necessary for the performance of a task carried out in the public interest, namely maintaining a safe and secure environment.

3. Retention of Images

3.1 Images are recorded on a secure system and retained for a maximum of 30 days.

3.2 Recordings may be retained for longer where required for the investigation of an incident or for legal proceedings.

3.3 All recordings are stored securely and access is controlled.

3.4 The system does not have an automatic power backup facility.

4. Access to Images

4.1 Access to and disclosure of CCTV images will be strictly controlled to ensure the rights of individuals are protected and to maintain evidential integrity where required.

5. Access to Images by Council Staff

5.1 Access to recorded images is restricted to the Clerk and Assistant Clerk.

5.2 A record will be kept of all viewings, including:

- Name of the person accessing the recordings
- Date and time of access
- Names of all individuals viewing the images
- Reason for access
- Outcome of the viewing
- Date and time recordings are returned to secure storage

6. Removal of Images for Legal Proceedings

6.1 Where recordings are removed for legal purposes, the following must be recorded:

- Name of the person removing the recordings
- Date and time of removal
- Reason for removal
- Authorisation for removal
- Relevant incident or crime reference number
- Destination of the recordings
- Signature of collecting officer (where applicable)
- Date and time of return (if applicable)

7. Access to Images by Third Parties

7.1 Requests must be made using the Council's "Application for access to CCTV images" form.

7.2 Requests will be assessed by the Data Controller and authorised where appropriate.

7.3 Disclosure will only occur in limited circumstances, including:

- Law enforcement agencies for crime prevention/detection
- Prosecution agencies
- Legal representatives
- Media (where necessary to assist with identification in criminal matters)
- Individuals whose images have been recorded (subject to legal restrictions)

7.4 All requests and decisions will be documented.

8. Disclosure of Images to the Media

8.1 Where images are disclosed to the media, the identities of third parties will be protected through redaction or blurring.

8.2 Where external processing is required, the Council will ensure:

- Appropriate security guarantees are in place

- A written contract governs the processing
 - Images are only processed in accordance with Council instructions
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9. Access by Data Subjects

9.1 Individuals have the right to request access to their personal data under the UK GDPR and Data Protection Act 2018.

9.2 Requests must include sufficient detail to identify the individual in the footage and proof of identity.

9.3 Footage may be edited to protect the identities of other individuals.

10. Procedures for Dealing with Access Requests

10.1 All requests will be handled by the Clerk/DPO.

10.2 The Council will determine whether disclosure would involve third-party data.

10.3 Where necessary, third-party images will be redacted or blurred.

10.4 A response will be provided within one month of receipt of the request.

10.5 Records of requests and responses will be retained.

11. Data Subject Rights

11.1 Individuals have the following rights under data protection law:

- Right of access
 - Right to rectification
 - Right to erasure (where applicable)
 - Right to restrict processing
 - Right to lodge a complaint with the ICO
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12. Complaints

12.1 Complaints must be made in writing to the Clerk.

12.2 Complaints will be acknowledged within 7 days and responded to within 21 days.

12.3 If the complainant is not satisfied with the response, they may refer the matter to the Information Commissioner's Office (ICO).

13. Review

13.1 This policy will be reviewed annually or sooner if required due to legislative or operational changes.

Approval

Signed: *B Solari*

Name: Cllr_Bruce Solari

Chair of Dalton with Newton Town Council

Date: 11TH May 2026