

NORTHAM TOWN COUNCIL

CCTV POLICY

Adopted by Northam Town Council on **tbc**.

	Name	Signature
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Version	Date	Note	Drafted by
V0.1	5 th February 2026	First draft	Town Clerk

1. INTRODUCTION

1.1 Northam Town Council uses closed circuit television (CCTV) images to reduce crime and to monitor the areas around the below listed areas and buildings in order to provide a safe and secure environment for members of the public, staff and councillors, and to prevent the loss or damage to property and to reduce incidences of crime and anti-social behaviour (including theft and vandalism).

- Northam Hall, Fore Street: two cameras
- Council Offices, Windmill Lane: three cameras
- Westward Ho! Park and tennis courts: three cameras

1.2 The various systems therefore comprise of eight fixed cameras, which is capable of being monitored 24 hours a day, every day of the year.

1.3 The system does not record sound.

1.4 The CCTV system is owned and operated by the Council and the deployment is determined by the Town Clerk & RFO under guidance from the Council.

1.5 The CCTV is monitored by council officers in response to reported incidents.

1.6 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and the General Data Protection Regulation 2018 (GDPR). The use of CCTV and the associated images is covered by the Data Protection Act 1998 and GDPR. This policy outlines the Council's use of CCTV and how it complies with the Act.

1.7 All authorised staff with access to images are aware of the procedures that need to be followed when accessing the recorded images. All staff and members are aware of the restrictions in relation to access to, and disclosure of, recorded images.

Location of Cameras and signage

1.8 Cameras are be sited so they only capture images relevant to the purposes for which they are installed, and care is taken to ensure that reasonable privacy expectations are not violated. The Council ensures that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act and GDPR.

1.9 The Council makes every effort to position cameras so that their coverage is restricted to the Council premises, including include outdoor areas.

1.10 Signs are placed to inform members of the public that CCTV is in operation. The signage indicates that monitoring and recording is taking place.

2. STATEMENT OF INTENT

2.1 The Council complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

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2.2 The Code of Practice is published on the ICO website. In areas 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. MANAGEMENT OF THE SYSTEMS

3.1 The Council is responsible for the overall management and operation of the CCTV systems, including activities relating to installations, recording, reviewing, monitoring and ensuring compliance with this policy.

3.2 The Council is responsible for ensuring that adequate signage is erected in compliance with the ICO CCTV Code of Practice.

3.3 The Council has appointed a Data Protection Officer. The Town Clerk & RFO is responsible for authorising the disclosure of images to data subjects and third parties and for maintaining the disclosure log.

4. DATA PROTECTION

4.1 In its administration of its CCTV system, the Council complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and in accordance with the Council's Data Protection Policy.

5. CONTROL AND OPERATION OF SYSTEMS

5.1 No public access is allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the Town Clerk & RFO. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any visit by the Police to view images will be logged by the Clerk.

6. STORAGE AND RETENTION OF IMAGES

6.1 The images from all cameras are permanently recorded and these recordings are kept for 14 days before being recorded over. The Council will provide CCTV images to the police if they are needed for the investigation or prosecution of a crime.

6.2 The Council may retain footage of a particular event/suspicious activity that was not reported within the 14 days in case it may be reported later.

6.3 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. incident investigations). Requests should be made in writing to the Town Clerk & RFO.

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 Clerk. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified (e.g. date, time, location).

7.3 The Council will respond to requests within 28 calendar days of receiving the written request and fee. **A fee of £25 will be charged per request.**

7.4 The Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise any investigation.

8. COMPLAINTS

8.1 Complaints and enquiries about the operation of CCTV within the Council should be directed to the Town Clerk & RFO in the first instance.

9. FURTHER INFORMATION

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

- CCTV Code of Practice (published by the Information Commissioners Office)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 2018

10. POLICY REVIEW

10.1 The CCTV Policy will be reviewed annually. Part of the review will be to assess whether the location of cameras remains justified in meeting the stated purpose and whether there is a case for removal or relocation.