

1. Introduction

Berryfields Parish Council ("the Council") operates Closed-Circuit Television (CCTV) systems at the following locations:

- Roman Park Hall
- Berryfields Green play park
- Marston Green play park

The Council recognises the need to ensure CCTV is operated lawfully, fairly, and transparently. This policy sets out how the Council will manage CCTV in compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Protection of Freedoms Act 2012
- Human Rights Act 1998
- Information Commissioner's Office (ICO) CCTV guidance and surveillance guidance
- Surveillance Camera Code of Practice

2. Purpose of CCTV

The Council uses CCTV for the following purposes:

- Crime prevention and detection
- Public safety
- Protection of Council-owned property and facilities
- Prevention and investigation of vandalism and anti-social behaviour
- Safeguarding users of the Community Centre and play parks

CCTV is not used for general monitoring of individuals without reason.

3. Lawful Basis for Processing

The lawful basis for processing personal data through CCTV is:

Article 6(1)(e) UK GDPR

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Where relevant, the Council may also rely on:

Article 6(1)(f) UK GDPR

Legitimate interests (such as protecting property and ensuring public safety), where appropriate.

The Council considers CCTV necessary and proportionate, and its use is supported by risk assessment and regular review.

4. Data Protection Principles

The Council will ensure CCTV processing complies with the principles of UK GDPR:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy

- Storage limitation
- Integrity and confidentiality (security)
- Accountability

5. CCTV System Locations and Coverage

The CCTV system covers public access areas only, including entrances/exits and outdoor public areas.

The Council will take reasonable steps to ensure CCTV does not record:

- Private residential property (where avoidable)
- Areas where individuals expect privacy (e.g., toilets, changing rooms)

If cameras inevitably capture private areas at the edge of view, the Council will take steps such as repositioning or privacy masking where possible.

6. Signage and Public Awareness

The Council will ensure appropriate CCTV signage is displayed at all CCTV-controlled areas.

Signs will include:

- That CCTV is in operation
- The purpose of CCTV
- The name of the Data Controller (the Council)
- Contact details for further information

Signage will be visible, clear, and maintained.

7. Ownership and Responsibility

The Council is the Data Controller for CCTV footage.

Day-to-day responsibility for CCTV compliance rests with:

- Responsible Officer: Parish Clerk (or delegated officer)
- Data Protection Lead: The Parish Clerk or such officer as may be designated by the Council from time to time.

Only authorised persons may access CCTV footage.

8. Access to Live Footage

Live monitoring will not normally take place.

Where live viewing is possible (e.g. system screen), it must only be used:

- for legitimate operational reasons
- by authorised personnel only
- in a secure environment where unauthorised viewing cannot occur

9. Recording and Retention Period

CCTV footage will be retained for a maximum of 31 days, unless:

- it is required for an active investigation
- it is requested by the Police or another lawful authority
- it is required for insurance purposes or legal proceedings

Once the retention period has expired, recordings will be automatically overwritten or securely deleted.

If footage is exported for evidential purposes, it will be retained only as long as necessary and then securely deleted.

10. Storage and Security

The Council will ensure CCTV footage is stored securely by using:

- password-protected access
- secure DVR/NVR storage systems
- restricted physical access to recording equipment
- encryption where available
- audit logs where possible
- access controls limiting footage access to authorised officers only
- secure management of user accounts and passwords
- multi-factor authentication where supported by the system

Only authorised officers/councillors will have access.

Footage must not be copied, shared, or uploaded onto personal devices.

11. Access and Audit Logging

The Council will maintain a CCTV Access log recording:

- date and time footage was accessed
- name of authorised person accessing footage
- reason for access
- details of any footage copied or disclosed
- authorising officer

Access records will be retained in accordance with the Council's retention arrangements.

12. Disclosure of CCTV Footage

Footage will only be disclosed where lawful, including:

12.1 Police Requests

Footage may be disclosed to the Police or law enforcement bodies where:

- a crime is being investigated
- the request is made in writing (or logged in a formal record)

A disclosure log will be maintained.

12.2 Insurance and Legal Claims

Footage may be provided for insurance claims or legal disputes where required and lawful.

12.3 Third Parties

Footage will not be shared with third parties unless legally required or justified under data protection law.

13. Subject Access Requests (SARs)

Individuals have the right to request copies of CCTV footage in which they appear.

Requests should be made in writing to:

The Parish Clerk
Berryfields parish Council

Roman Park Hall
Sir Henry Lee Crescent
Aylesbury
HP18 0YT
clerk@berryfields-pc.gov.uk

The Council will respond within one month, in line with UK GDPR.

The Council may request:

- proof of identity
- date/time/location of the footage requested

If other individuals appear in the footage, the Council may:

- blur/redact third parties, or
- refuse disclosure where it would unfairly impact others.

14. Requests to Delete CCTV Footage

Individuals may request deletion of footage in some circumstances.

The Council will consider deletion requests in line with UK GDPR, but may refuse where footage is required for lawful reasons (e.g., crime investigation, legal claims).

15. Freedom of Information (FOI)

CCTV footage is not usually provided under FOI as it is personal data. Requests for footage will normally be treated as a Subject Access Request.

16. Complaints

Any person who believes CCTV is being used unfairly or unlawfully may make a complaint using the Council's complaints procedure.

Complaints should be addressed to the Parish Clerk.

If the complainant is not satisfied, they may contact:

Information Commissioner's Office (ICO)
www.ico.org.uk

17. Data Protection Impact Assessment (DPIA)

The Council will maintain a Data Protection Impact Assessment (DPIA) for CCTV due to the monitoring of public spaces.

The DPIA will:

- justify the need for CCTV
- assess privacy risks
- record steps taken to minimise intrusion
- be reviewed annually or when system changes occur.

18. Privacy Notice

The Council will publish a CCTV Privacy Notice explaining:

- why CCTV is used
- where it operates

- how long footage is kept
- how individuals can exercise their rights

This will be available on the Council website and upon request.

19. Use of CCTV Audio

Audio recording is used only at Roman Park Hall in designated locations where the Council considers it necessary for the prevention and detection of crime, protection of Council property and safeguarding of staff, hirers and visitors.

Appropriate signage will notify individuals where audio recording is in operation.

The Council will regularly review whether audio recording remains necessary and proportionate.

Any extension of audio recording to additional locations will require:

- a reviewed Data Protection Impact Assessment (DPIA)
- updated signage;
- review of this policy; and
- approval by Full Council.

20. Maintenance and Testing

The Council will ensure CCTV equipment is properly maintained, including:

- regular system checks
- ensuring accurate time/date stamps
- secure updates and passwords
- prompt repair of faulty cameras

Maintenance contractors will only have access where authorised and must comply with data protection requirements.

21. Staff and Councillor Training

Anyone with responsibility for CCTV will be made aware of:

- this CCTV policy
- confidentiality obligations
- how to handle requests for footage
- lawful disclosure procedures.

22. Review of CCTV Use

The Council will review CCTV operation at least annually to ensure:

- it remains necessary and proportionate
- cameras remain appropriately positioned
- signage remains visible
- retention remains appropriate
- the continued necessity and proportionality of audio recording (where applicable)

If CCTV is no longer justified at any location, the Council will remove or disable it.

23. Prohibited Use

The following are prohibited:

- using CCTV for monitoring individuals without lawful justification
- sharing footage on social media
- using personal devices to photograph or film CCTV monitors
- using CCTV to record areas of private property unnecessarily

24. ICO Registration

Berryfields Parish Council is registered with the Information Commissioner's Office (ICO) as a Data Controller and will maintain its registration and Data Protection Fee requirements in accordance with applicable legislation.

The Council will review its registration details periodically to ensure they remain accurate and reflect the Council's processing activities, including the operation of CCTV systems.

Further information is available at www.ico.org.uk.

Appendix A – CCTV Locations

Camera locations and coverage plan is held internally by Berryfields Parish Council.

Appendix B – Retention Schedule

Routine footage: 31 days

- Footage required for investigation: retained until case closed
- Footage exported for Police/insurance: retained until no longer needed and then securely deleted

Appendix C – Disclosure Log

The Council will maintain a disclosure record including:

- Date of request
- Requesting organisation/person
- Reason for request
- Footage provided (date/time/location)
- Authorising officer
- Method of transfer
- Date of deletion (if exported)

Appendix D – CCTV Privacy Notice (Short Form for Signs)

CCTV in operation

This area is monitored by CCTV for the purposes of public safety, crime prevention and protection of Council property.

Data Controller : Berryfields Parish Council

Contact: clerk@berryfields-pc.gov.uk

Further information is available from the Council or on the Council website.

Document History

This policy will be reviewed annually or sooner if required by legislative change or ICO guidance.

Approved and adopted	January 2022	Version 1
Reviewed by Parish Council	February 2024	Version 1
Reviewed and amended by Parish Clerk	February 2026	Version 2
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