

CCTV Policy



Adopted by:	Watton Town Council
Date:	April 2026
Review date:	April 2029

1. Purpose and Scope

1.1 This policy explains how Watton Town Council uses Closed Circuit Television (CCTV) and how CCTV images are managed, stored and disclosed. Its purpose is to support safety, security and the protection of Council property and information while respecting the privacy rights of individuals.

1.2 The Council uses CCTV only where it is lawful, necessary and proportionate to do so. CCTV is not used for routine monitoring of employee performance.

1.3 This policy applies to CCTV systems operated by or on behalf of Watton Town Council. It applies to employees, councillors when undertaking Council business or acting in a workplace or staffing context, contractors, volunteers, visitors and members of the public who may be captured by CCTV images. It does not apply to councillors in their elected capacity outside Council business, or to self-employed contractors except where Council-operated CCTV affects them.

1.4 This policy should be read alongside the Data Protection Policy, Employee Privacy Notice, IT Acceptable Use Policy, Vehicle Tracking Policy, Health and Safety Policy and Disciplinary Procedure.

1.5 This policy is non-contractual and may be amended by the Council from time to time.

2. Lawful Basis

2.1 The Council uses CCTV in defined locations to promote the safety and security of employees, councillors, visitors and members of the public, to deter and detect crime, anti-social behaviour and vandalism, to protect Council buildings, land, vehicles and equipment, and to support health and safety duties and incident investigation.

2.2 The lawful basis for processing personal data through CCTV is the Council's legitimate interests in maintaining safety, security and proper management of its premises and assets, together with compliance with legal obligations where relevant.

2.3 The Council will keep CCTV use under review to ensure that it remains necessary and proportionate for the purposes identified in this policy.

3. Operation of CCTV

3.1 CCTV cameras will be positioned to minimise intrusion into private areas and to capture images only where reasonably necessary for the purposes set out in this policy.

3.2 Clear and visible signage will be displayed in areas covered by CCTV so that individuals are aware that recording is taking place and that Watton Town Council is the data controller.

3.3 CCTV equipment will be operated and maintained securely and in accordance with manufacturer guidance and any relevant technical standards.

4. Access to Images and Disclosure

4.1 Access to live feeds and recorded images is restricted to authorised officers who need access for legitimate purposes.

4.2 CCTV images may be disclosed to third parties only where lawful and necessary, for example to the police or another law enforcement body, to insurers or legal advisers, or where required by law.

4.3 Any disclosure will be proportionate, recorded and handled in accordance with data protection law.

5. Retention and Deletion

5.1 Routine CCTV recordings will normally be retained for up to 30 days.

5.2 Where footage is required for an investigation, legal proceedings, insurance purposes or a subject access request, it may be retained for longer for as long as reasonably necessary.

5.3 Footage will be securely deleted or overwritten once the relevant retention period has expired.

6. Individual Rights

6.1 CCTV footage is personal data where it relates to an identifiable individual.

6.2 Individuals have the right to request access to footage in which they appear, subject to the usual legal limits and the rights of other people who may also appear in the images.

6.3 Requests should be submitted to the Clerk and will be handled in accordance with data protection legislation and the Council's Employee Privacy Notice or other applicable privacy information.

6.4 Where necessary, footage may be redacted to protect the rights and privacy of other individuals.

7. Misuse of CCTV

7.1 Misuse of CCTV systems or footage, including unauthorised access, disclosure or use outside the purposes set out in this policy, is strictly prohibited.

7.2 Misuse by an employee may result in action under the Disciplinary Procedure and may, in serious cases, amount to gross misconduct.

8. Monitoring and Review

8.1 The Council will keep this policy and its CCTV arrangements under review and may amend them where required by changes in law, Information Commissioner guidance or operational need.

8.2 This policy will normally be reviewed at least every three years, or sooner where appropriate.