



PACKINGTON VILLAGE CCTV WORKING GROUP

Packington Village CCTV Scheme Policy

Introduction

1.1 The CCTV system is owned and managed by Packington Parish Council, and the responsible officer for CCTV is the Parish Clerk.

1.2 This policy is prepared in accordance with the [Home Office Surveillance Camera Code of Practice](#). This policy will be reviewed following the issuing of any replacement code or any substantial changes in the systems operated by the council under the Packington Village CCTV Scheme Policy.

1.3 Signage will be displayed at sites where the council operates CCTV. Such signage will make it clear that a CCTV system is in operation.

1.4 The council is registered with the Information Commissioner's Office under reference Z8798332.

Purpose

2.1 The purpose of the Packington Village CCTV Scheme Policy is to further public safety only. The following conditions outline the limited circumstances under which footage can be accessed:

- a. Crime Investigation: Footage will be accessed only when a crime incident number has been provided by law enforcement, ensuring the footage is used solely for investigating reported criminal activity.
- b. Safeguarding Concerns: CCTV footage may be reviewed if concerns are raised regarding the safety and well-being of vulnerable individuals, including children or at-risk adults, to ensure their protection.
- c. Risk to Life: In emergencies where there is an immediate risk to life or the possibility of serious injury, footage may be accessed to support emergency response or investigations.

2.2 To meet this purpose, cameras will be sited so that their primary view is of public areas. Cameras will not be directed at private areas such as residential properties or areas where there is a reasonable expectation of privacy.

2.3 Cameras will operate continuously.

2.4 The use of CCTV will be reviewed at least annually to ensure it remains necessary to meet the stated purpose and that the stated purpose remains relevant.



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Privacy

3.1 Images which include identifiable individuals constitutes personal data in accordance with the Data Protection Act 2018 and will be subject to the access, disclosure and monitoring criteria outlined in this document.

3.2 Recordings are automatically retained on the system for 90 days. Recordings may be exported and saved beyond this period as evidence for an investigation compliant with the stated purpose of the system. Such recordings shall be detailed in the access log, stored securely and deleted on conclusion of the relevant process.

Access, Disclosure and Monitoring

4.1 Access to the system shall be limited to named members of the Packington Village CCTV scheme working group, as agreed with Packington Parish Council.

4.2 A CCTV access log shall be maintained recording the date, crime reference number, user and purpose of accessing the system.

4.3 Disclosure of recorded material will only be made to third parties in accordance with the purpose of the system and in accordance with the Data Protection Act 2018.

Complaints

5.1 Access to or use of the CCTV system or purposes outside this policy may be considered gross misconduct.

5.2 Any complaint concerning the use of the CCTV system will be investigated by the Clerk.

5.3 Any questions in relation to the Council's use of CCTV and this policy should be directed to Packington Parish Council via the Clerk: clerk@packingtonpc.org.uk

REVIEW

Next review due December 2025, or sooner if required by changes in legal requirements.