



KENWYN
PARISH COUNCIL

Kenwyn Parish Council

c/o Shortlanesend Village Hall

School Hill

Shortlanesend

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CCTV Policy

Policy Statement

Surveillance camera systems are used as a valuable tool to assist with public safety and security and to protect property. Kenwyn Parish Council will operate its system to the requirements of Data Protection legislation and good practice guidelines, such as those issued by the Information Commissioner's Office (ICO), the Biometrics and Surveillance Camera Commissioner (SCC) and the Investigatory Powers Commissioner's Office (IPCO), to ensure the need for public protection is balanced with respect for the privacy of individuals.

Scope

This policy applies to the overt (open) installation at Shortlanesend Village Hall and Playing Fields, School Hill, Shortlanesend TR4 9DU and Threemilestone Playing Fields, Polstain Road, Threemilestone TR3 6DH.

The system will not be used for any other purposes other than those set out in this policy and images are recorded and monitored in strict accordance with this policy.

This policy applies to all system users, employees and councillors of Kenwyn Parish Council and they will all be made aware of this policy.

Legislative and Governance Framework

- Human Rights Act 1988
- UK General Data Protection Regulation (UKGDPR)
- Data Protection Act 2018 (DPA)
- DPIA guidance for carrying out DPIA's on surveillance camera systems
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000 (RIPA)

Purpose

The surveillance camera system is used

- (i) To protect Shortlanesend Village Hall, Shortlanesend Playing Fields and Threemilestone Playing fields and its assets
- (ii) To increase personal safety and reduce the fear of crime
- (iii) To support the Police in a bid to deter and detect crime
- (iv) To assist in identifying, apprehending and prosecuting offenders

Operation

The surveillance system will be operated fairly within all applicable laws, and only for the purposes stated in this policy.

The parish clerk is the named accountable officer for the system.

The accountable officer will ensure that there are operating procedures in place, which are clearly documented and monitored by relevant staff. Images will only be viewed by the Clerk together with a named parish councillor, or the council's CCTV provider for the purposes of maintaining the equipment.

Standard surveillance cameras are installed which record visual images only and do not record sound.

Data Impact Assessment

The council respects and supports an individual's entitlement to go about their lawful business, although it is recognized that there is inevitably going to be some loss of privacy when surveillance systems are in use.

A Data Protection Impact Assessment has been completed. This can be found on the council's website.

Privacy Notices

To ensure that individuals are made aware of the surveillance cameras, the council has taken the following measures

- Signage outside Shortlanesend Village Hall and in Threemilestone Playing Fields advising the use of surveillance cameras
- Privacy Notice on the parish council's website

Retention of Data

Images are retained for a period of 28 days. Where information is requested for legal, civil or criminal investigations and proceedings the council will seek to extend the retention period for any relevant information.

Access Rights

If a member of the public has been identified as being recorded by the council, the person can request to view the recording. This request will be treated as a Subject Access Request under the Data Protection Act 2018. Availability of the recording will be subject to the retention period of the system.

No images captured by surveillance cameras will be released to other organisations until the council has received and validated a request under the Data Protection Act, and there must be a justifiable reason to request the images.

Policy Adopted 13 July 2026

To be reviewed in 2028 or sooner if alterations are made to the system