

Michaelston-y-Fedw Community Council CCTV Policy

1. Introduction

Michaelston-y-Fedw Community Council (the "Council") has implemented Closed Circuit Television (CCTV) systems in public areas to target fly-tipping, enhance security, prevent crime, and ensure the safety and well-being of the community. This policy outlines the operational guidelines, management, and usage of the CCTV system.

2. Objectives

The primary objectives of the CCTV system are:

- To deter and prevent fly tipping and other criminal activities.
- To assist in the detection and prosecution of offenders.
- To ensure the safety and security of the community.
- To protect the Village Hall and other property and assets.

3. Scope

This policy applies to all personnel involved in the operation and management of the CCTV system.

4. Operation of CCTV System

The CCTV system will operate 24 hours a day, 7 days a week.

Cameras will be located strategically to monitor those areas considered to be at risk.

Signage indicating the presence of CCTV cameras will be clearly displayed.

5. Data Protection and Privacy

The CCTV system will be operated in accordance with relevant data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Recorded footage will be stored securely and accessed only by authorised personnel.

Personal data captured by the CCTV system will be processed fairly, lawfully, and transparently.

6. Access and Disclosure of Images

Access to recorded footage will be restricted to authorised personnel only.

Disclosure of images to third parties will be limited and conducted in accordance with applicable laws.

Requests for access to CCTV footage by individuals or organisations will be evaluated based on legal requirements and the Council's policies.

7. Retention of CCTV Footage

Recorded footage will be retained for a maximum period of 30 days, unless required for ongoing investigations or legal proceedings.

After the retention period, footage will be securely deleted or overwritten.

8. Responsibilities

The Council is responsible for ensuring compliance with this policy.

The CCTV system will be maintained by designated personnel or contractors.

Authorised personnel are responsible for managing access, monitoring footage, and ensuring data protection compliance.

9. Complaints and Concerns

Any complaints or concerns regarding the operation of the CCTV system should be directed to cctv@michaelston-y-fedw.com.

The Council will investigate complaints and take appropriate action to address any issues.

10. Review and Monitoring

This policy will be reviewed annually to ensure it remains effective and compliant with relevant laws and regulations.

Regular audits of the CCTV system will be conducted to ensure operational effectiveness and compliance with this policy.

11. Policy Approval and Adoption

This CCTV policy has been approved and adopted by Michaelston-y-Fedw Community Council.