



SAXMUNDHAM TOWN COUNCIL

CCTV POLICY

Annual Approval: April 2025

Minute Item: 9/25TC



1. Introduction

This policy sets out the framework for the Town Council's use of Closed-Circuit Television (CCTV) in accordance with the Surveillance Camera Code of Practice and the Protection of Freedoms Act 2012.

The policy ensures compliance with legal obligations and promotes transparency, accountability, and the protection of individual rights.

2. Purpose of CCTV

The Town Council operates CCTV to:

- Prevent and detect crime
- Enhance public safety
- Protect Town Council and its Charitable Trusts' property and assets
- Assist law enforcement agencies in the investigation of crime
- Support regulatory compliance and enforcement where necessary

The use of CCTV must always align with a legitimate aim and be necessary to meet an identified pressing need.

3. Compliance with Legal and Ethical Standards

The Town Council will ensure compliance with:

- The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- The Human Rights Act 1998, ensuring CCTV use does not infringe on privacy rights.
- The Freedom of Information Act 2000, where applicable.
- The Surveillance Camera Code of Practice, including the 12 guiding principles.
- The Regulation of Investigatory Powers Act 2000 (RIPA), for any use of covert surveillance.

4. Transparency and Public Awareness

- The Town Council will install clear signage in areas monitored by CCTV, indicating its purpose and the contact details for further information.
- The CCTV system will not be used for purposes beyond its stated objectives without public consultation and legal review.
- Information about the CCTV system, including locations and monitoring arrangements, will be made available on the Council's website.



5. Governance and Accountability

- The Town Clerk will oversee CCTV operations and ensure compliance with relevant regulations.
- The Town Council will conduct regular reviews and audits of CCTV usage to ensure ongoing justification, proportionality, and effectiveness.
- Any complaints regarding CCTV use will be handled in accordance with the Council's complaints procedure, and the Information Commissioner's Office (ICO) may be contacted where necessary.

6. Data Protection and Storage

- Retention Period: CCTV footage will be retained for no longer than 30 days, unless required for ongoing investigations.
- Access Restrictions: Only designated officers will have access to recorded footage. Requests for access must be justified and documented.
- Disclosure of Footage: Requests for footage from third parties (e.g. law enforcement) will be reviewed on a case-by-case basis, ensuring compliance with legal obligations.
- Data Security: Recorded images and data will be stored securely, with safeguards against unauthorised access.

7. Law Enforcement and Evidence Use

- CCTV footage may be shared with the police or other law enforcement agencies where legally justified.
- The system must produce images of sufficient quality for evidential purposes.
- An audit trail will be maintained for all access and disclosures of CCTV footage.

8. Review and Policy Updates

- The Town Council will review this policy annually to ensure compliance with evolving legal and regulatory requirements.
- The effectiveness of CCTV systems will be evaluated at least once a year to determine whether they remain necessary and proportionate.