



WHALLEY PARISH COUNCIL

**This Policy sets out the Parish Council's
CCTV Policy & Procedures**

Document Control

Version	V2
Last Reviewed	18/6/2026
Review outcome	New revised policy
Approved by	Council Min Ref 2552/26
Next Review Due	June 2027

1. Purpose and Lawful Basis

The purpose of Whalley Parish Council's CCTV system is to support community safety and assist in the prevention, detection, and investigation of crime and anti-social behaviour within the Parish of Whalley.

The system is operated under the lawful basis of public task in accordance with UK GDPR and the Data Protection Act 2018.

The CCTV system may be used for:

- Prevention and detection of crime and anti-social behaviour
- Supporting law enforcement investigations
- Protection of public safety
- Deterrence of vandalism, graffiti, and disorder
- Supporting relevant authorities in relation to traffic or public safety incidents where appropriate
- The system is not used for general surveillance of individuals or for monitoring private activity.

2. Legal Framework

This policy is governed by:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Protection of Freedoms Act 2012
- Surveillance Camera Code of Practice
- Guidance issued by the Information Commissioner's Office (ICO)
- Whalley Parish Council is the Data Controller for the CCTV system.

3. Transparency and Signage

Clear signage is displayed in all areas monitored by CCTV, stating:

- CCTV is in operation
- Purpose of monitoring
- Contact details for Whalley Parish Council
- The system is operated transparently and proportionately.

4. System Scope and Camera Use

Cameras are positioned to:

- Capture images only relevant to the stated purposes
- Avoid unnecessary intrusion into private spaces
- Minimise capture of residential properties wherever reasonably practicable
- CCTV does not intentionally monitor areas where individuals have a high expectation of privacy.

5. Data Storage and Retention

Recorded footage is retained for a maximum of 31 days, unless:

- It is required for an ongoing investigation
- It is required for legal proceedings
- Retention is based on operational need, including delayed reporting of incidents.
- All footage is securely stored and protected against unauthorised access.

6. Access Control and Logging

Access to CCTV footage is restricted to authorised personnel only.

All access is:

- Logged (date, time, purpose, operator)
- Monitored by Whalley Parish Council
- Restricted to approved devices and environments

7. Disclosure of Footage

Footage may only be disclosed where legally justified, including to:

- Police and law enforcement agencies
- Legal representatives
- Courts and tribunals
- Insurance companies (where applicable)
- Data subjects (with appropriate redactions)
- All disclosures are assessed on a case-by-case basis.

8. Subject Access Requests (SARs)

Individuals have the right to request access to CCTV footage relating to them.

Requests must be made in writing to: clerk@whalleyparishcouncil.org.uk

Applicants should provide:

- Date and time of incident
- Location
- Description of themselves
- Requests will be responded to within one calendar month.

Where necessary:

- Third-party individuals will be blurred or redacted
- Requests may be refused where disclosure would prejudice legal proceedings or third-party rights
- Where technically feasible, copies may be provided; otherwise viewing will be offered.
- Individuals have the right to complain to the Information Commissioner's Office (ICO).

9. Responsibilities

Whalley Parish Council is responsible for:

- Compliance with this policy
- Access control and audit logs
- CCTV system oversight
- Ensuring proportionate camera placement
- Maintaining SAR records
- Ensuring secure storage and deletion of footage

10. Data Protection Impact Assessment (DPIA)

A DPIA will be completed prior to installation or relocation of CCTV cameras and reviewed periodically.

It will assess:

- Necessity and proportionality
- Privacy risks
- Mitigation measures

11. Policy Review

This policy will be reviewed:

- At least annually
- Following changes in legislation or ICO guidance

12. Complaints

Complaints should be addressed to: clerk@whalleyparishcouncil.org.uk
If unresolved, individuals may escalate complaints to the ICO.

Version Control

Version	Date	Description of Change
V.2	18/06/2026	New Revised Policy
V.1	15/05/2023	New Policy