

Layer de la Haye Parish Council

CCTV Policy, adopted 9th March 2026

The CCTV system covers the entrances to the Village Hall, the Village Hall car park, the recreation ground and the play area within it. The system is controlled by Layer de la Haye Parish Council and is operated on behalf of the Parish Council by the Clerk to the Parish Council or, In the Clerk's absence, the Chair of the Parish Council.

The system can be accessed by the installation engineer only when accompanied by the Clerk & RFO or the Chair of the Parish Council. Police also may have access to the system on request in the case of a crime being investigated for which the Parish Council CCTV system may hold evidential recordings.

1. CCTV images are monitored for the purposes of public safety, crime prevention and the detection and prosecution of offenders.
2. The parish council accepts the eight data protection principles based on the Data Protection Act 1998 as follows:
 - a. fairly and lawfully processed
 - b. processed for limited purposes and not in any manner incompatible with those purposes
 - c. adequate, relevant and not excessive
 - d. accurate
 - e. not kept for longer than is necessary
 - f. processed in accordance with individual's rights
 - g. secure
 - h. not transferred to a country or territory outside the European Economic Areas unless an adequate level of protection for the rights and freedoms of data subjects is ensured
3. The parish council also accepts the need to abide by General Data Protection Regulations as per the Data Protection Act 2018 and is registered with the Information Commissioners Office.
4. The images are retained for a maximum of thirty days. This is a reasonable period for any incident that may have occurred within the range of the cameras to be brought to the attention of those responsible for the system and, if necessary, the appropriate authority.
5. CCTV notices are displayed on the outside of the Village Hall and at the entrances to the Recreation Ground.
6. The Clerk to the Parish Council keeps a maintenance log for the system. A record is kept of the date and time, item no. and description, fault/servicing description and confirmation of the date and time the engineer was called and the date and time the fault was rectified
7. The log should be used as a check that the cameras/recording equipment are properly maintained and serviced to ensure that clear images are recorded.
8. The Clerk should check the monitor on opening the office to ensure that all cameras are operational. If they are not, a Parish Councillor should be informed as soon as possible.

9. Any enquiry concerning the CCTV system must be actioned through the Parish Clerk and may involve the Police.
10. All requests from third parties for access to the system should be recorded and the reasons for allowing or refusing the request should be documented.
11. Any viewing of a recording should not necessarily require the agreement of the police.
12. Where viewing of a recording is granted a record of the time and date of viewing, name and signature of the person authorising the viewing, name and address of the person viewing the recording and the reason for viewing along with date and time of the recording to be viewed and the outcome (if any) of the viewing with the finishing time is required. Viewing should be undertaken with only designated persons having access to the equipment. (Designated persons being the parish clerk and/or the Chair).
13. Law enforcement bodies and other prosecuting agencies are authorised to request the copy and removal of images where these would assist with a specific criminal enquiry. Their legal representatives are also authorised to request images. In particular, copy and removal of images, if required by the police as evidence, is permissible. Details of the Police Officer's number and Station should be recorded with the date and time.
14. Except for law enforcement bodies or other prosecuting agencies, images will not be provided to third parties. Unauthorised use of the system or removal of images may be a criminal offence.
15. Any requests or questions regarding the CCTV system should, in the first instance, be directed to the Parish Clerk.