



LLANNON COMMUNITY COUNCIL

CLOSED CIRCUIT TELEVISION (CCTV) OPERATIONAL USE POLICY

Adopted: 24th September 2025

Review Date: May 2027

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1. INTRODUCTION

The following policy and procedure has been adopted by Llannon Community Council as it has in place, and may further develop, CCTV surveillance systems within public open spaces and within its public buildings. The systems consist of several fixed cameras located at strategic points of open space and buildings. Images are recorded. This policy covers the use of CCTV equipment and the gathering, storage, use and disposal of visual data and is subject to the guidance given in the Code of Practice issued by the Information Commissioners Office; '*In the Picture: A Data protection Code of Practice for Surveillance Cameras and Personal Information*'.

2. POLICY

Objectives and Purpose of the System

The system has been installed by Llannon Community Council with the primary purpose of public safety, assisting in the detection and deterring of crime, assisting in the prevention and detection of anti-social behaviour, the monitoring and protection of Llannon Community Council property and assets.

The system will also be used wherever necessary to deal with complaints made regarding the day-to-day operations and/or maintenance of Llannon Community Council property and/or its' staff members.

No camera will be hidden from view and will be prevented from directly focusing upon frontages or rear areas of private accommodation.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

The system will not be used for any other purpose than those set out in this policy document without the prior permission of the Chief Officer or Llannon Community Council. Any non-routine use of the CCTV system will require the approval of the Chief Officer.

3. COVERT RECORDING

Covert cameras may be used under the following circumstances, after legal advice has been taken and on the authorisation of the Chief Officer:

- When informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording; and
- When there is reasonable cause to suspect that unauthorised or illegal activity is taking place or is about to take place.

Covert Recording will only be undertaken in accordance with the Code of Practice; *'In the Picture: A Data Protection Code of Practice for Surveillance Cameras and Personal Information.'*

4. RESPONSIBILITY

Llannon Community Council has the overall responsibility for ensuring that the installed CCTV system is 'fit for purpose' and for authorising any further system development.

The Chief Officer is responsible for day-to-day operational aspects of the system, for authorising users and for ensuring that only authorised users access the system.

The Chief Officer is responsible for ensuring that all authorised users are kept up to date on legislation and changes in Llannon Community Council's procedures. The Chief Officer will routinely review the Council's CCTV policy and will maintain on file, all necessary documents relating to the Council's CCTV system.

Authorised user are responsible for operating the system in accordance with the requirements set out in current legislation, this policy and any Community Council approved procedure that may be in place.

5. VIEWING IMAGES AND THE PROVISION OF EVIDENCE.

Viewings shall only be undertaken for a specific, legitimate purpose. Casual viewing of recorded images is not permitted and constitutes a potential breach of data protection legislation.

Viewings may be undertaken only by authorised users on the authority of the Chief Officer, including authorised Llannon Community Council staff and enforcement agencies such as the police.

Enforcement agencies such as the police have a legal right to access and retain recordings (and other relevant evidence) when investigating crime, including anti-social behaviour. Other requests for CCTV recorded evidence may be made directly to the Chief Officer by prosecuting agencies, relevant legal representatives, insurance companies investigating claims and emergency services investigating accidents.

The disclosure or release of recorded material will be controlled by the Chief Officer and only be made to third parties in strict accordance with the purposes of the system and current legislation. The Chief Officer is responsible for ensuring compliance with the Data Protection Act and for ensuring that recorded personal imaging and personal information not relevant to the disclosure request is obscured.

Third party agencies requesting the disclosure or release of recorded material are responsible for all costs associated with the provision of such material including any required image blurring. Llannon Community Council may require payment of the associated costs prior to material being released.

In requesting the disclosure or release of recorded material from Llannon Community Council, the requesting agency accepts full responsibility for the security and management of such material and any liability issues arising from the use of such material. Llannon Community Council shall not be liable regarding any matter arising from the security, management or use of an authorised disclosure or release of recorded material to a third party.

All images shall remain the property and copyright of Llannon Community Council.

6. CCTV RECORDING AND SECURITY

All staff required to operate CCTV equipment are to receive training in the use of the equipment and shall comply with this Policy and any CCTV operating procedure adopted by Llannon Community Council.

CCTV recorded images shall be routinely retained for a period of one month and thereafter deleted, with the exception of images subject to a notification by the police for retention or subject to a request for disclosure or release by a third party. Recorded images subject to a notification by the police or subject to a request by a third party shall be retained for such a period as may be necessary to conclude an investigation or claim and then be deleted.

CCTV recorded material retained by Llannon Community Council shall be kept secure to prevent damage and maintain the confidentiality of the subject matter.

Recorded material will not be sold nor used for commercial purposes nor will it be used in conjunction with any form of social media.

Recording equipment and recording media will be kept in a secure place and only authorised access to such equipment and media via password will be permitted.

7. POLICY REVIEW

This Policy will be regularly reviewed at least once during every Council term of five years.

Contact Details:

Mrs Clare Hope (Chief Officer to the Council)

Llannon Community Council
Tumble Hall
Heol-y-Neuadd
Tumble
SA14 6HR

Tel: 01269 841213

E-mail: llannonccclerk@outlook.com