

CCTV Management Policy

This policy was formally adopted by

St Cleer Parish Council

on

26.11.2025

Review date: 26.11.2028

Justification

St Cleer Parish Council has CCTV at the Pavilion for the exclusive purpose of detecting and preventing crime.

It is motion sensitive and will record movement within its field of vision.

In acknowledging this, it will ensure, by instruction to all its staff and Councilors that it is not to be used for any other purpose, including specifically NOT monitoring ingress and exit from the building of staff and others

Notices

The Notice in Appendix 1 is posted at all entry and exits to the building

Access to CCTV Recordings

The only individual authorized to view the CCTV of the Parish is the Chair and Clerk; and they will only view this

- At the direct request of the Clerk related to an access request or following an alleged incident
- At the direct request of the Devon and Cornwall Police, but ought wherever practicable agree this with the Clerk or the Chair.
- If any antisocial behavior has taken place and footage may enable referral to the proper authorities, but ought wherever practicable agree this with the Clerk or the Chair.

Subject Access Requests

Anyone can ask to see images recorded of themselves; St Cleer Parish Council will provide these within 40 days of receipt of a written request and a payment of £10.

It is noted that where the request is manifestly unfounded or excessive you may charge a "reasonable fee" for the administrative costs of complying with the request.

You can also charge a reasonable fee if an individual requests further copies of their data following a request. You must base the fee on the administrative costs of providing further copies.

To enable this the subject must state the date and time of the recording that they require; multiple dates and or times will be considered as separate requests.

All such requests will be reported to the next Council meeting which will act as an effective register of requests; at minimum this will be shown as a receipt in the finance section which will carry the description 'subject data request for CCTV'.

Refusal to comply with the Request

St Cleer may have to refuse a request – for example if the Police or other entity have requested such in order to protect a prosecution process or if the footage may place a vulnerable person at risk of harm. St Cleer will not refuse any reasonable request. Should a request be refused St Cleer will advise the applicant why:

- we are not taking action;
- their right to make a complaint to the ICO or another supervisory authority; and
- their ability to seek to enforce this right through a judicial remedy.

NOTICE



**IMAGES ARE BEING
RECORDED FOR THE PURPOSE
OF CRIME PREVENTION AND
PUBLIC SAFETY**

**Any applications to view recordings must be in line
with the provisions of General Data Protection
Regulations and made to
Clerk@StCleeParishCouncil.gov.uk**