



Sturminster Newton Town Council

CCTV Policy (UK GDPR)

This policy sets out how Sturminster Newton Town Council (“the Council”) manages and operates its Closed Circuit Television (CCTV) systems in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the ICO CCTV Code of Practice (2024).

Summary of Key Information

Category	Key Information
Lawful Bases for Processing	Public task · Legitimate interests
Retention Period	Normally 30 days (longer if required for investigation)
Access to Footage	Town Clerk, authorised personnel, Police (upon request)
Linked Policies	Data Protection Policy · Data Breach Procedure · General Privacy Notice

1. Introduction and Purpose

Sturminster Newton Town Council (“the Council”) operates CCTV in certain public areas for the purposes of public safety, crime prevention, and protection of property and assets.

The Council is committed to using CCTV responsibly, proportionately, and lawfully in line with the UK GDPR, Data Protection Act 2018, and ICO guidance.

2. Lawful Basis for Processing

The Council’s use of CCTV is based on the following lawful bases:

- Public task – to perform a function in the public interest.
- Legitimate interests – to maintain public safety and prevent crime.

3. Objectives of the CCTV System

- To assist in preventing and detecting crime and anti-social behaviour.
- To enhance the security of Council premises and assets.
- To ensure the safety of staff, councillors, and members of the public.
- To provide evidence to support investigations or prosecutions.

4. Operation and Management

The CCTV system is owned and operated by the Council and managed by the Town Clerk.

Access to live feeds or recordings is restricted to authorised personnel only.

The system operates continuously, 24 hours a day, 7 days a week, unless undergoing maintenance or repair.

5. Data Protection and Privacy

Cameras are positioned to capture relevant public areas only and avoid monitoring private property where possible.

Privacy masking is applied to prevent unnecessary intrusion.

Clear signage is displayed in all monitored areas to inform the public that CCTV is in use.

The Council's use of CCTV is explained in its General Privacy Notice, available on the Council's website or from the Town Clerk.

6. Access to and Disclosure of Footage

Access to CCTV footage is restricted to authorised Council officers.

Disclosure of images will only be made when lawful and necessary, for example:

- To law enforcement agencies for investigation or crime detection.
- To individuals making a valid Subject Access Request (SAR).
- Under a court order or lawful requirement.

All disclosures will be logged by the Town Clerk.

7. Subject Access Requests (SARs)

Individuals have the right to request access to CCTV footage that contains their personal data.

Requests must be made in writing to the Town Clerk and will be responded to within one calendar month, in accordance with the UK GDPR.

No fee will normally be charged unless the request is manifestly unfounded or excessive.

8. Retention and Disposal

Footage will normally be retained for 30 days and automatically overwritten unless required for investigation, legal proceedings, or insurance claims.

Once retention is no longer necessary, footage will be securely deleted or overwritten.

9. Data Breach Management

Any data breach involving CCTV footage will be reported and managed in accordance with the Council's Data Breach Procedure (UK GDPR).

The Town Clerk will maintain a record of any such incidents and report them to the ICO if required.

10. Complaints

Complaints regarding the operation of CCTV should be made in writing to the Town Clerk in the first instance.

If unresolved, individuals may contact the Information Commissioner's Office (ICO) at www.ico.org.uk.

11. Review and Audit

The Council will review this policy and the operation of CCTV every two years or sooner if required by legislation or operational change.

The review will include checking camera positioning, signage, and compliance with data protection principles.

The Council is committed to ensuring CCTV is used proportionately, lawfully, and in a way that upholds the privacy rights of all individuals.

Adopted: October 2025

Next Review Due: October 2027

Appendix A – CCTV Footage Access Log Template

Date	Time	Requestor / Agency	Reason for Access / Disclosure	Authorised By	Action Taken / Footage Released	Notes

This log must be maintained by the Town Clerk or authorised officer and retained in accordance with the Council's Records Retention and Disposal Policy.