

# NORTHALLERTON TOWN COUNCIL

## CCTV Policy



**Adopted: 20/07/2026**

**Next Review: May 2029**

### 1 Policy Statement

1.1 Northallerton Town Council uses Close Circuit Television ("CCTV") on the premises. The purpose of this policy is to set out the position of the Council as to the management, operation and use of the CCTV across all buildings and open spaces.

1.2 The policy applies to all employees, councillors, visitors, and all other persons whose images may be captured by the CCTV system.

### 2 Purpose of CCTV

2.1 The Council will use CCTV for the following purposes:

- To provide a safe and secure environment for staff and visitors;
- To prevent the loss of or damage to the Council's buildings and assets;
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

### 3 Description of System

3.1 The Town Hall has a number of cameras in and outside of the building. There is a range of movable and fixed cameras. These cameras are linked back to a monitor located in the Town Council Offices.

3.2 A number of open spaces managed by the council also have movable and fixed cameras.

### 4 Position of Cameras

4.1 All CCTV cameras will be sited in such a way as to meet the purpose for which the CCTV is operated. Cameras will be positioned in prominent positions where they are clearly visible to staff and visitors.

4.2 Cameras will not be sited, so far as possible, in such a way as to record areas that are not intended to be the subject of surveillance. The Council will make all reasonable efforts to achieve this.

4.3 Cameras will not be sited in any areas where members of staff have an expectation of privacy, such as changing rooms or toilets.

4.4 Signs will be erected to inform individuals that they are in an area within which CCTV is in operation.

### 5 Privacy Impact Assessment

5.1 The Council will take a privacy by design approach when installing new cameras and systems, taking the purpose of each camera into account so as to avoid recording and storing excessive amounts of personal data.

### 6 Management and Access

6.1 The CCTV system is ultimately managed by the Clerk but may be viewed by other members of staff as required.

6.2 Any allegations against company staff will be referred immediately to the Clerk and they will determine who needs to view the footage when determining the necessary course of action.

6.3 On a day-to-day basis the CCTV system will only be operated by competent staff members who are considered to have the appropriate technical ability to do so.

6.4 The viewing of live CCTV images is restricted to the office and amenities team, who will ensure the purposes in 2.1 are satisfied.

6.5 Recorded images which are stored by the CCTV system are also restricted as in 6.4, except in extraordinary cases or where disciplinary matters or complaints need to be addressed.

6.6 The CCTV system is checked regularly to ensure it is operating effectively.

## **7 Storage and Retention of Images**

7.1 Any images recorded by the CCTV system will be retained only for as long as necessary for the purpose for which they were originally recorded.

7.2 Recorded images are stored for a maximum of 30 days unless there is a specific purpose for which they are retained for a longer period. This is at the discretion of the Clerk.

## **8 Disclosure of Images to Data Subjects**

8.1 Any individual recorded in any CCTV image is a data subject for the purposes of the Data Protection Legislation, and has a right to request access to those images. This is in line with our General Privacy Notice.

8.2 Any individual who requests access to images of themselves will be considered to have made a subject access request in line with Data Protection Legislation.

8.3 When such a request is made the Clerk will review the CCTV footage in accordance with the request.

8.4 If the footage contains only the individual making the request then they may be permitted to view the footage. This will be strictly limited to that footage which contains only images of that individual.

8.5 If the footage requested contains images of other individuals then the Council must consider whether

- The request requires the disclosure of the images of individuals other than the requester; or
- The other individuals in the footage have consented to the disclosure of the images, or their consent could be obtained; or
- If not, then whether it is otherwise reasonable in the circumstances to disclose these images to the individual making the request.

8.6 A record will be kept of all disclosures which sets out:

- When the request was made;
- The process followed and considerations made by the Clerk in determining whether to allow access to these images;
- When the individual was permitted to view the images;
- Whether a copy of the images was provided, and if so:
  - To whom;
  - When; and
  - In what format.

## **9 Disclosure of Images to Third Parties**

9.1 The Council will only disclose recorded CCTV images to third parties where it is permitted to do so in accordance with current Data Protection Legislation and our Privacy Notice.

9.2 CCTV images will only be disclosed to law enforcement agencies in line with the purpose for which the CCTV system is in place.

9.3 If a request is received from a law enforcement agency for disclosure of CCTV images then information about the purpose for which they required CCTV images and when these were accessed.

## **12 Complaints Relating to this Policy**

Any complaints relating to this policy or the CCTV system operated by the Council should be made in accordance with the Complaints Policy found on our website

([www.northallertontowncouncil.gov.uk/policies/](http://www.northallertontowncouncil.gov.uk/policies/)).