



# Shipston on Stour Town Council

## CCTV Policy (Lobby and External Doors)

### Document Control

- **Policy Owner: Town Clerk / Responsible Financial Officer (RFO)**
- **Approved by: Full Council**
- **Approval Date: 13<sup>th</sup> April 2026**
- **Review Frequency: Annual**
- **Next Review Date: April 2027**
- **Version: 1.0**

### 1. Purpose

Shipston-on-Stour Town Council uses CCTV at its offices to:

- Help keep staff, visitors, and councillors safe
- Protect Council property
- Deter and detect crime or anti-social behaviour

### 2. Areas Covered

CCTV cameras are installed only in the following locations:

- The internal office lobby/reception area
- The external entrance and exit doors

Cameras are positioned to avoid capturing unnecessary areas and to respect privacy.

### 3. How CCTV is Used

- Cameras record video footage and audio recording
- Recording may take place at all times (24/7)
- Footage is used only for safety, security, and incident investigation

CCTV will not be used to monitor staff or visitors without a valid reason.

#### **4. Signage**

Clear signs are displayed at the premises to inform people that CCTV is in operation and explain its purpose.

#### **5. Storage and Retention**

- CCTV footage is stored securely
- Access is limited to authorised personnel only
- Recordings are usually kept for up to 28 days, then automatically deleted unless required for investigation

#### **6. Access to Footage**

- Only authorised staff (e.g. the Clerk or designated officer) can view or access footage
- Individuals may request access to images of themselves (Subject Access Request)
- Footage may be shared with the police or other authorities where required

#### **7. Data Protection**

The Council complies with:

- UK GDPR
- Data Protection Act 2018

All footage is handled in line with data protection principles and kept secure.

#### **8. Responsibility**

The Town Council is responsible for the CCTV system. Day-to-day management is carried out by the Clerk or a nominated officer.

#### **9. Complaints**

Any concerns about CCTV should be raised with the Town Clerk in the first instance.

## **10. Review**

This policy will be reviewed annually to ensure it remains appropriate and up to date.

## **Declaration**

**This policy was adopted by Shipston Town Council at its meeting on 13<sup>th</sup> April 2026**