



Halewood Town Council

CCTV Policy

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HALEWOOD TOWN COUNCIL

SUBJECT: Closed Circuit Television (CCTV) Policy

APPLICABLE: Town Council Employees and Users of our facilities

1. POLICY AIMS

The aims of the CCTV Policy are to:

- Ensure that the Town Council's CCTV systems are operated fairly, within the law and only for the purposes envisaged within this policy.
- Recognise the privacy of individuals and the need to guarantee the security and integrity of our CCTV operations.
- Enhance the safety of individuals whilst minimising intrusions of privacy especially in respect of children, young people and persons considered in any way to be vulnerable.
- Protect the physical assets of the Town Council.

2. KEY PRINCIPLES

- The Town Council acknowledges and accepts the duty to observe the obligations imposed by the Human Rights Act 1998 and other relevant legislation.
- The CCTV systems will be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and avoiding discrimination on any ground such as sex, race, colour, language, disability, gender identity, age, religion, political or other opinion, national or social origin, association with national minority, property, birth or marital status, maternity/paternity, pregnancy and offending past.

3. OPERATIONAL POLICY MANAGEMENT

- The operational management of the CCTV systems and responsibility for the implementation of this policy shall be the Town Council's Premises and Communities Officer (P&CO).
- The performance and operation of the CCTV systems will routinely be reviewed on a quarterly basis by the P&CO and the Town Manager.
- The CCTV systems will be linked to the CCTV Control Room, Knowsley Security Services, Stretton Way, Huyton L36 6JF, (Tel: 0151 443 2408) the staff of which are 'bound' by the KMBC and Safer Knowsley Partnership Code of Practice for the operation of CCTV.

- The Town Council based recording equipment will be housed in a locked container with key access restricted to a list of Town Council staff approved by the P&CO and Town Manager.
- There will be no unsupervised access/viewing of recordings by non-DBS checked individuals.
- Viewing of imagery will be minimised and will be restricted to investigation of incidents, system maintenance and other legitimate tasks.
- Images recorded will not be retained for longer than is necessary to meet operationally needs.
- Requests for imagery will be referred to KMBC’s Security Manager, Steve Donnelly (Tel 0151 443 2408).
- Any images retained for evidential purposes will be so retained in a secure place to which access is controlled.
- Initial access to recorded images will be restricted to those Town Council and KMBC Security Staff who need to have access in order to achieve the purpose of using the equipment.
- All access to the Town Council based recording equipment will be documented.

Last Review Date	November 2025
Next Review Date	May 2027
Review Cycle	2-yearly