



Lydney Town Council CCTV Policy

Approved and readopted 14th September 2026: Last Update 21.07.2025

Purpose

This policy sets out how Lydney Town Council manages, operates, uses and secures its CCTV system (temporary cameras may also be utilised as appropriate to do so and are inclusive in all aspects of this policy)

The Council uses CCTV to help provide a safe and secure environment for those who visit, work in, or live in the area. The system will not be used to intrude upon the privacy of any individual except where lawful and necessary.

Legal basis

The Council processes CCTV images in the exercise of its public functions and where necessary for the prevention and detection of crime, the protection of Council property, and public safety.

The Council will process images in accordance with the UK GDPR, the Data Protection Act 2018, and any other applicable legislation.

Intended use of the system

The CCTV system may be used for the following purposes:

- preventing, deterring and detecting crime and disorder;
- assisting the Police and other law enforcement agencies with investigations;
- helping identify offenders and support prosecution where lawful;
- assisting emergency services in the lawful performance of their duties;
- protecting Council property and assets.
- Operation of the system

Day-to-day responsibility for the CCTV system rests with the Town Clerk, or another authorised officer acting on the Clerk's behalf.

Only authorised and trained persons may operate the system.

Operators must:

- use the system only for lawful and proper purposes;
- not alter camera positions or settings unless authorised;
- check the accuracy of date and time settings regularly;
- ensure access to recordings is strictly controlled;
- maintain logs of access, disclosure, incidents and faults.



Access to images

Access to live or recorded images is restricted to authorised persons.

Images will not normally be disclosed to third parties except where:

- required by law;
- requested by the Police or another lawful authority for a legitimate purpose;
- necessary for the prevention or detection of crime;
- otherwise authorised by the Council.

Any disclosure must be logged.

Retention

Recorded images will normally be retained for 31 days and then securely deleted, unless they are required for the investigation of an incident, complaint, insurance matter, disciplinary matter or legal proceedings.

Subject access requests

An individual may request access to images of themselves where they appear in CCTV footage.

Requests should be made in writing to the Town Clerk and will be handled in accordance with data protection law.

The Council will respond within one month unless a lawful extension applies.

Security

Recorded images and associated logs will be stored securely.

Appropriate technical and organisational measures will be taken to prevent loss, misuse, unauthorised access, alteration or disclosure.

Signage

Clear and visible signage will be displayed where CCTV is in operation so that people are aware they may be recorded.

Complaints

Any concerns or complaints about the CCTV system should be made to the Town Clerk in the first instance.

If a matter cannot be resolved, an individual may complain to the Information Commissioner's Office.

Review

This policy will be reviewed periodically and updated where necessary to reflect changes in law, guidance or Council practice.



Lydney Town Council
Working with the Community