

**Committee:** Cabinet

**Title:** CCTV Policy

**Portfolio Holder:** Cllr Maggie Sutton, Portfolio Holder for Communities and Local Partnerships

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**Date:**

Thursday,  
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**Key decision:** No

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## Summary

1. This report introduces a draft CCTV policy for approval. The policy sets out the approach which will be taken by Uttlesford District Council (UDC) when deploying and managing the use of CCTV, including the handling of footage and giving approvals for the use of surveillance equipment within properties and public areas under our management.
2. The Council is required to comply with a range of legislation covering data protection, human rights, investigatory powers, criminal justice and criminal investigations. The Council is also required to comply with the Home Office Surveillance Camera Code of Practice. Approval of this policy and its appropriate implementation will help ensure that UDC complies with these statutory obligations.

## Recommendations

3. Cabinet is asked to approve the CCTV Policy (Appendix 1).

## Financial Implications

4. There are no direct financial implications associated with this report.

## Background Papers

5. There are no background papers. The attached draft policy contains links to relevant documents and sources of information.

## Background

6. CCTV, ANPR and other fixed position surveillance tools can be used successfully to increase safety, security and help prevent and reduce crime and anti-social behaviour. The Council recognises the benefits of using surveillance tools.

7. The use of CCTV and other surveillance equipment is subject to a raft of legislation, regulations and good practice. Through this policy UDC will balance the benefits of utilising CCTV as highlighted above, with protecting the rights and privacy of citizens and complying with the law.
8. The CCTV policy will be implemented in conjunction with the RIPA Policy, Data Protection Policy and Anti-social behaviour Policy. The installation CCTV by private residents who are council tenants will be subject to UDC's Alterations and Improvement Policy.

## Impact

9.

Communication/Consultation	Once approved this policy will be communicated to UDC teams whose roles may include the management and/or use of CCTV.
Community Safety	The use of CCTV will have a positive impact on community safety, through acting as a deterrent and assisting in the investigation of crime and ASB.
Equalities	There are no direct impacts in relation to Equalities.
Health and Safety	There are no direct impacts in relation to corporate health and safety.
Human Rights/Legal Implications	<p>There are numerous pieces of legislation and codes governing the management and use of CCTV and other surveillance equipment:</p> <p>Data Protection Act 2018 ("DPA")</p> <p>UK General Data Protection Regulation ("UK GDPR")</p> <p>Human Rights Act 1998 ("HRA")</p> <p>Freedom of Information Act 2000</p> <p>Regulation of Investigatory Powers Act 2000 ("RIPA")</p> <p>Protection of Freedoms Act 2012 ("POFA")</p> <p>Information Commissioner Office – CCTV Code of Guidance</p>

	<p>Home Office – Surveillance Camera Code of Practice</p> <p>Criminal Procedures and Investigations Act 1996</p> <p>Criminal Justice and Public Order Act 1994.</p> <p>Equalities Act 2010</p>
Sustainability	There are no direct impacts in relation to sustainability.
Ward-specific impacts	All Wards.
Workforce/Workplace	There are no direct impacts in relation to the workforce/workplace.

## 10.Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Non-compliance with legislation and statutory codes of practice may result in intervention and potential fines by the Information Commissioners Office and other relevant agencies.	1 – appropriate application of this policy will minimise the likelihood	3 – Regulatory enforcement, reputational damage and in some cases orders to pay fines.	<p>Ensure that staff are trained on how to implement the policy.</p> <p>Ensure that clear procedures are put in place to implement this policy.</p>
Lack of clarity in ownership and roles and responsibilities will prevent this policy being properly implemented	2 – currently a number of different teams are involved in the management and use of CCTV	3- Regulatory enforcement, reputational damage and in some cases orders to pay fines. Complaints/loss of trust from residents.	Ensure a clear governance structure is in place, clarifying roles and responsibilities in the implementation of this policy.