

Billingborough Parish Council

CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of the Billingborough Parish Council CCTV System. The CCTV System must be used in accordance with the Council's Data Protection Policy and Privacy Notice.

The System is located at the Recreation Ground, Billingborough Road, Sleaford, Lincolnshire NG34 0QT. It covers the Pavilion, Tennis Courts, Skate Park, Children's Play Equipment and surrounding grounds.

This Policy is prepared in accordance with the Code of Practice published by the Data Protection Commissioner and is subject to periodic review at least annually, to ensure it reflects public interest and it and the system meet all legislative requirements. The Council operates in accordance with the General Data Protection Regulations (GDPR) and these key areas:

- Data must be fairly and lawfully processed
- For limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Consent is obtained where necessary
- Secure

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or utilise the area for recreation and leisure purposes. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The System is used for the following purposes:

- To reduce the fear of crime by persons using Parish Council facilities so that they can enter and leave the area without fear of intimidation by individuals or groups.
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder.
- To assist the Police, the Parish Council and other law enforcement agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws.
- To deter potential offenders by publicly displaying the existence of CCTV, having a camera clearly sited that is not hidden and signs on display within the vicinity.
- To assist all emergency services to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or policy of operation of the CCTV System will take place only after discussion and resolution at a Meeting of the Parish Council. Notices of meetings are posted on the Council Noticeboard and website.

Owner and those responsible for the Scheme

Billingborough Parish Council retains overall responsibility for the CCTV System and its use.

This Policy was adopted by the Council in July 2017 and last reviewed 10 March 2026.
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