

# CCTV Surveillance Policy

## Children's Play Area – Crime Prevention & Equipment Protection

### 1. Introduction

This policy outlines the purpose, use, and management of closed-circuit television (CCTV) installed at the children's play area managed by Snettisham Parish Council. The CCTV system is intended to support the safety and well-being of all users by deterring and addressing incidents of crime, anti-social behaviour, and damage to play equipment.

### 2. Purpose of CCTV

The key objectives of the CCTV system are to:

- Promote the safety of children, parents, and carers using the play area
- Prevent and deter acts of vandalism and other anti-social behaviour
- Protect play equipment from theft, vandalism, or malicious damage
- Support the investigation of any criminal or disciplinary incidents
- Provide reassurance to the local community
- Protect the Assets of the Council

### 3. Scope of Surveillance

CCTV cameras are positioned to monitor as much of the play areas as possible, high-traffic zones, and vulnerable areas within the children's play areas. Cameras will not be positioned or used to monitor private dwellings, roads outside the park, or areas where users may have a reasonable expectation of privacy.

### 4. Operation and Access

- The CCTV system will be operated in compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Footage is recorded 24/7 and retained for a maximum of 30 days unless required for evidence in an ongoing investigation.

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- Access to footage is strictly limited to authorised personnel appointed by the Parish Council or law enforcement.
- No live monitoring will occur unless in response to an ongoing incident.

## 5. Signage

Clear signage is displayed at the entrance to the play area and by the CCTV cameras, informing the public of the presence of CCTV and the reason for its use.

## 6. Data Protection and Privacy

- All CCTV recordings are securely stored and protected from unauthorised access.
- Individuals may request access to footage in which they appear, subject to identification and redaction of other persons' identities.
- Data will not be shared with third parties unless required by law or in support of a police investigation.

## 7. Review and Maintenance

- The system will be regularly maintained to ensure effective operation.
- This policy and the use of CCTV will be reviewed annually by the Parish Council to ensure it remains appropriate and proportionate.

## 8. Contact Information

For questions, or access requests related to this CCTV system, please contact:  
Snettisham Parish Council at Address: 73 Lynn Road, Snettisham PE31 7QA email:  
[clerk@snettishamparishcouncil.gov.uk](mailto:clerk@snettishamparishcouncil.gov.uk) , phone number: 07916177196

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