

2026



WOOTTON PARISH COUNCIL

CCTV CODE OF PRACTICE



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Version History

Version	Reviewed at	Approved at
Version 1.01	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 2.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 2.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 3.00	Full Council Meeting of Wootton Parish Council on 8 th August 2018	Full Council Meeting of Wootton Parish Council on 8 th August 2018
Version 4.00	Full Council Meeting of Wootton Parish Council on 14 th November 2018	Full Council Meeting of Wootton Parish Council on 14 th November 2018
Version 5.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 6.00	Full Council Meeting of Wootton Parish Council on 8 th January 2020	Full Council Meeting of Wootton Parish Council on 8 th January 2020
Version 6.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 7.00	Full Council Meeting of Wootton Parish Council on 14 th July 2021	Full Council Meeting of Wootton Parish Council on 14 th July 2021
Version 7.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 8.00	Full Council Meeting of Wootton Parish Council on 13 th July 2022	Full Council Meeting of Wootton Parish Council on 13 th July 2022
Version 8.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 9.00	Full Council Meeting of Wootton Parish Council on 14 th June 2023	Full Council Meeting of Wootton Parish Council on 14 th June 2023
Version 9.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 10.00	Full Council Meeting of Wootton Parish Council on 12 th June 2024	Full Council Meeting of Wootton Parish Council on 12 th June 2024
Version 10.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025

Version 11.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

CCTV Code of Practice

In all cases, please contact the Data Controller, Wootton Parish Council via the Clerk to the Council.

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1. Introduction and Objectives

1.1 Introduction

Closed Circuit Television (CCTV) systems are operational within the area behind the Village Hall, Church Road, Wootton (known as the Village Hall Car Park, Jubilee Garden and Recreation Ground), at the Memorial Hall, Bedford Road and at Wootton Community Centre, Harris Way. The systems comprise a number of cameras installed at strategic locations and the cameras are fully operational. The Village Hall Car Park and Recreation Ground Area has 30 external cameras in total, including one with Automatic Number Plate Recognition functionality. The Memorial Hall has six external cameras and Wootton Community Centre has seventeen cameras – ten external and seven internal.

1.2 Definitions

- For the purposes of this document, the owner of all three systems is Wootton Parish Council.
- For the purposes of the Data Protection Act, the Data Controller for all three systems is Wootton Parish Council, c/o the Clerk to the Council.

1.3 System Objectives

- To assist in the detection, prevention and deterrence of crime and vandalism in all respective areas – in relation to parish council-owned assets.
- To seek to help reduce the fear of crime and provide reassurance to the public at all areas.

2. Statement of Purpose and Principles

2.1 Purpose and Operation

All three systems will be operated fairly and only for the purposes for which they were established. Public interest in the operation of both systems will be safeguarded by ensuring the security of operational procedures.

2.2 Cameras and Area Coverage

All cameras within all three systems are positioned within an area suitably signed to alert of their presence.

2.3 Monitoring and Recording Facilities

Cameras at the Village Hall Car Park, Jubilee Garden and Recreation Ground, plus cameras at the Memorial Hall were provided and are maintained annually by Assegai Security Ltd.

Cameras at the Memorial Hall were provided and are maintained annually by Ace Fire & Security Ltd.

2.4 Access to the Systems and Images

- (i) The following person(s) are authorised to access the system at the Village Hall Car Park, Jubilee Garden and Recreation Ground*:

Assegai Security Ltd.
Cllr Gareth Lloyd.
Cllr Gerald Bygraves.
Clerk to the Council.

The following person(s) are authorised to access the system at the Memorial Hall:

Ace Fire & Security Systems Ltd.
Cllr Gareth Lloyd.
Cllr Gerald Bygraves.
Clerk to the Council.

The following person(s) are authorised to access the system at Wootton Community Centre:

Assegai Security Ltd.
Cllr Gareth Lloyd.
Cllr Gerald Bygraves.
Clerk to the Council.

* Please note that Octopus Energy Ltd and Cllr Randell are able to access the storeroom in which the CCTV system is housed – for the purpose of reading the electricity meter ONLY. The following contractors are also authorised to access the same storeroom for the purposes of isolating the electricity supply:

- Andy Muskett Ltd (Andy Muskett).
- AutoGate Services & Installations Ltd.
- Bright Spark Electrical (Tom Hamer).
- Highlights (Floodlighting) Ltd.

- (ii) The following person(s) are authorised to view images and recordings from the system at the Village Hall Car Park, Jubilee Garden and Recreation Ground or receive downloaded/recorded images:

Assegai Security Ltd.
Bedford Borough Council (law enforcement purposes only).
Cllr Gareth Lloyd.
Cllr Gerald Bygraves.
Clerk to the Council.
The police.
The current insurance company for Wootton Parish Council.

- (iii) The following person(s) are authorised to view images and recordings from the system at the Memorial Hall or receive downloaded/recorded images:

Ace Fire & Security Systems Ltd.
Bedford Borough Council (law enforcement purposes only).
Cllr Gareth Lloyd.
Cllr Gerald Bygraves.
Clerk to the Council.
The police.
The current insurance company for Wootton Parish Council.

- (iv) The following person(s) are authorised to view images and recordings from the system at the Wootton Community Centre site or receive downloaded/recorded images:

Assegai Security Ltd.
Bedford Borough Council (law enforcement purposes only).
Cllr Gareth Lloyd.
Cllr Gerald Bygraves.
Clerk to the Council.
The police.
The current insurance company for Wootton Parish Council.

3. Privacy & Data Protection

3.1 Public Concern

All personal data obtained by the systems, shall be processed fairly and lawfully, in the exercise of achieving the stated objectives of the systems. Privacy zones are configured to prevent the viewing of private residences, at all sites.

3.2 Data Protection Legislation

Wootton Parish Council is registered with the Information Commissioner's Office, under the terms of the Data Protection Act 1998, registration number: Z3278224.

3.3 Request for Information (Subject Access)

- Any request from an individual for the disclosure of personal data which he/she believes is recorded by the systems should be directed in the first instance to the Data Controller, Wootton Parish Council, c/o the Clerk to the Council. A request form is available for completion.
- If the request cannot be complied with, without identifying another individual, written permission from that individual must be obtained unless it is reasonable in all the circumstances to comply with the request without the consent of that individual.
- Any individual making a request must be able to satisfactorily prove their identity, which may include a photograph and a fee of £10 will apply.
- Any requests received for insurance issues not related to Wootton Parish Council will incur a fee of £75.

4. Management of Recorded Material

4.1 Recorded Material – Retention

Recorded material will be retained for a period specified by each provider.

4.2 Release of Recorded Material

If recorded material is released in accordance with this Code, a record must be kept which identifies the basis for that release, and to whom (please refer to 2.4 (iii) above). This record will be monitored and maintained by the Clerk to the Council¹.

¹ Please note the following advice was received from Ace Fire & Security Ltd following the enforcement of General Data Protection Regulations in May 2018. *"The use of CCTV subject data and index plate numbers is the same within GDPR as was in The Data Protection Act. Ensure the User Name & Passwords in the Network Video Recorder, cameras & router are of a high level of security. Only share data with Bedford CCTV or Bedfordshire Police and ensure it is encrypted. USB sticks should be encrypted also"*. All such measures are in place in relation to all systems.

5. Checklist for Users of Limited CCTV Systems Monitoring Small Retail and Business Premises

This CCTV system and the images produced by it are controlled by Wootton Parish Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).¹

We (Wootton Parish Council) have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.	13 th May 2026	SP	May 2027
There is a named individual who is responsible for the operation of the system.	13 th May 2026	SP	May 2027
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.	13 th May 2026	SP	May 2027
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	13 th May 2026	SP	May 2027
Cameras have been sited so that they provide clear images.	13 th May 2026	SP	May 2027
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	13 th May 2026	SP	May 2027
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).	13 th May 2026	SP	May 2027

Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	13 th May 2026	SP	May 2027
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.	13 th May 2026	SP	May 2027
Except for law enforcement bodies, images will not be provided to third parties.	13 th May 2026	SP	May 2027
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	13 th May 2026	SP	May 2027
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	13 th May 2026	SP	May 2027
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	13 th May 2026	SP	May 2027

Please keep this checklist in a safe place until the date of the next review.