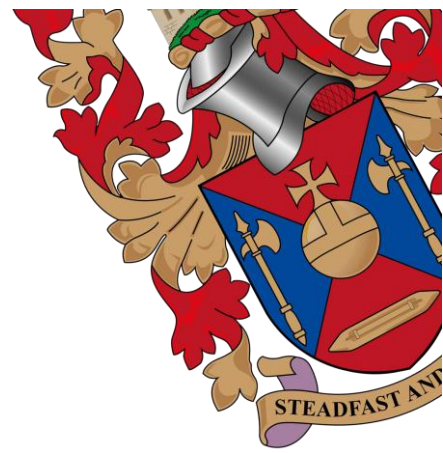


# Axminster Town Council

## CCTV Statement March 2026



**CCTV Statement – prepared using ICO model template.**

**Please also refer to the Town Council’s Adopted CCTV Policy document.**

**The three CCTV systems under the Town Council’s direct control are:**

**Axminster Town Centre - Trinity Square (EXT) – 4 cameras (Pan and Tilt / PaT)**

**Axminster Guildhall (Building EXT/INT) – 18 cameras (36 possible max.) (Fixed / FXD)**

**Axminster Municipal Cemetery (EXT/INT) – 7 cameras (16 possible max.) (FXD)**

These CCTV systems and the images produced by it are controlled by:

**Paul Hayward (Town Clerk) – Axminster Town Council Data Protection Officer (DPO)**

who is responsible for how the system is used under the UK GDPR and Data Protection Act 2018.

Axminster Town Council have considered the need for using CCTV and have decided it is necessary for the prevention and detection of crime and for protecting the safety of individuals, or the security of premises. We will not use the system for any incompatible purposes and we conduct regular reviews of our use of CCTV to ensure that it is still necessary and proportionate. We will maintain regular liaison with the Devon and Cornwall Police representatives.

Checked	By	On Date	Review Date
If our system is processing footage of identifiable individuals and is processing personal data, we have registered as a controller and submitted a relevant data protection fee to the Information Commissioner's Office (ICO). We have also recorded the next renewal date. <b>Z1804472 / 18th June 2026</b>	PH	18/06/2025	18/08/2026
There is a named individual who is responsible for the operation of the system. <b>Paul Hayward / Town Clerk</b>	PH	31/03/2026	31/03/2027
Prior to processing we have clearly defined the problem we are trying to address. We regularly review our decision to use a surveillance system. <b>Town centre system addresses ASB. Guildhall system protects ATC asset. Cemetery system protects ATC assets.</b>	PH	31/03/2026	31/03/2027
We have identified and documented an appropriate lawful basis for using the system, taking into consideration Article(s) 6, 9 and 10 of the UK GDPR and relevant Schedules of the DPA 2018. <b>(d) Vital Interests; Protection of Life (e) Public Task; performing duties as a local authority (f) Legitimate Interests; necessary for our interests. Processing is legitimate and necessary.</b>	PH	31/03/2026	31/03/2027
Our system produces clear images which we can easily disclose to authorised third parties. <i>For example, when law enforcement bodies (usually the police) require access to investigate a crime.</i> <b>Regular Police liaison and co-operation.</b>	PH	31/03/2026	31/03/2027
We have positioned cameras in a way to avoid any unintentional capture of private land or individuals not visiting the premises. <b>Commissioned and installed with that in mind.</b>	PH	31/03/2026	31/03/2027
There are visible signs showing that CCTV is in operation. Contact details are displayed on the sign(s) if it is not obvious who is responsible for the system. <b>Purchased and installed as necessary. Visible and clear.</b>	PH	31/03/2026	31/03/2027

<p>We securely store images from this system for a defined period and only a limited number of authorised individuals may have access to them. <b>Only PH has access to PaT system for Town Centre (where tracking available) and for the other systems, only designated keyholders can access footage for deterrence and crime prevention, but also to protect users and employees.</b></p>	PH	31/03/2026	31/03/2027
<p>Our organisation knows how to respond to individuals making requests for copies of their own images, or for images to be erased or restricted. If unsure the controller knows to seek advice and guidance from the Information Commissioner's Office (ICO) as soon as a request is made. <b>Acknowledged and understood.</b></p>	PH	31/03/2026	31/03/2027

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

#### Revision Schedule

First Adopted	Review Schedule	Current version	Last Adopted	Minute Reference	Date of Next Review
31/03/2026	Annually	Version 1	31/03/2026	None	March 2027