

WOOLAVINGTON PARISH COUNCIL

CCTV Operators


Introduction

This Document should also be read in conjunction with the Parish Council's *CCTV Policy*¹ available on the Parish Council website.

Statement of Purpose

The purpose of the CCTV Operators document is:

- to define the authorised CCTV Operators of the Parish Council CCTV Systems at the Village Hall and Pavilion;
- to define the location of the restricted viewing area for each system;

Approved:	
Name & Role:	Alan Sharp Chair
Date:	27th Jan 2026

Named CCTV Operators.

The follow details the approved operators of the Parish Councils CCTV Systems.

Village Hall:

Iain Bissell.

Pavilion:

Stuart Smith.

The Clerk and Chair of the Parish Council are also approved as operators for both the Village Hall and Pavilion systems. They will only undertake this role if there are circumstance where the named operator for one of the systems is not available and it is deemed necessary to access the CCTV data before the named operator becomes available again.

In all cases it will be recorded that the operators are: fully aware of the CCTV Policy¹; have agreed to undertake the CCTV operator role and understand the need to complete and have the data access request form² approved before accessing the data.

CCTV Restricted Viewing Areas.

For each system the following area has been defined as a secure area for viewing the CCTV data (live and recorded). The operators will be accountable for ensuring that only those eligible to view the data as defined in the CCTV policy¹ do so in the appropriate restricted area.

Village Hall Restricted Area:

The Library room.

Pavilion Restricted Area:

The Storage room off the function room.

References:

- 1) WPC-POL-20250001 Issue 2 Woolavington Parish Council CCTV Policy
- 2) WPC-FIL-20250001. Woolavington Parish Council CCTV Data Access request Form

Revision History

Issue	Revision Detail	Date
1	Initial Issue	9th Oct 2025
2	Correct spelling of Ian Bissell to Iain Bissell pg 2. Add 'Name & Role:' to approval table pg 1. Add Revision History table pg 3.	27th Jan 2026