

Somersham Community Library (FOSL) Policy Document

Closed Circuit TV Policy and Data Protection Impact Assessment

At a Board meeting on 14 August 2025, the Board of Somersham Community Library (FOSL) decided to install CCTV in the library for the following purposes:

- To assist in the protection of buildings and assets;
- To increase the personal safety of volunteers and reduce the fear of crime;
- To protect members of the public and their property.

1. Requirement of Policy

When CCTV is installed in a public building it is necessary to have a robust policy covering its scope of use and, in particular, the access to and use of any information and data recorded by the system. These requirements are generally covered by means of a CCTV Policy and a Data Protection Impact Assessment (DPIA).

2. ICO Registration

The library is fully registered as a public building using CCTV with the Information Commissioner's Office (ICO).

Registration name: **Somersham Community Library (FOSL)**

Registration number: **ZC073584**

3. Incorporation into the Parish Council's CCTV System and Policies

The CCTV cameras in the library are linked to the village CCTV and server system and are entirely administered by Somersham Parish Council (PC).

The use and data access of the system is fully documented by the PC's CCTV Policy and DPIA (which includes references to the library as appropriate). The PC's CCTV Policy and DPIA are fully compliant with the latest legislation and codes of practice and can be found on the Parish Council website.

4. Specifics for Somersham Community Library

There are two cameras in the library. There is no camera covering the children's library area.

(Ends)

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This policy was adopted by the FOSL board on: 11 December 2025



Signed (chair):

D.J. Barrott