
Committee	Full Council
------------------	--------------

Date	28 September 2026
-------------	-------------------

Title	Closed Circuit Television (CCTV) Upgrade Required to Meet Data Protection Requirements
--------------	--

Author	Buildings & Assets Manager
---------------	----------------------------

1. Purpose of the Report

Members are asked to consider the need for a software change that would fully fulfil General Data Protection Regulation laws (GDPR) and help support the laws under which the Security Industry Association (SIA) qualified CCTV Manager must adhere to.

2. Background

The current operating system is a free version that does not support the capabilities required. There is no storage capacity left, no ability for system expansion, and the inability to update cameras due to data capacity.

3. Current Situation

Currently the CCTV Operators can access file systems, storage areas, and take down the entire network unknowingly. It also allows unaccredited staff to share imagery with the police and anyone else that may request it.

Key benefits updating to Hikcentral

User bases Access Control - This will allow control per user on an individual basis. This safeguards the view of information, images and footage as well detailed audit logs ensuring the system is used proportionately and appropriately in line the Surveillance Code of Practice and GDPR.

System Growth - With the continued growth of the Councils CCTV system, more space is required for the storage of information, firm wear updates and general system stability. We also require further level of secure storage.

Secure Storage - Secure Storage - footage/images that must be retained for an unspecified length of time for criminal investigations and/or prosecution. Hikvision central will include a safe storage locker for sensitive data only accessible to name/named individual(s) separately to the main system in compliance with

GDPR, The Surveillance Code of Practice and Information Commissioner Office (ICO).

Option 1 - Approve the Upgrade (Recommended)

Approve the HikCentral software upgrade at a cost of £16,153.33 (including VAT) and delegate implementation to the Buildings & Assets Manager.

Option 2 - Approve in Principle and Defer Funding Decision

Agree that the upgrade is required but defer implementation until funding has been identified through the 2027-28 budget process. Implications: implementation Existing GDPR, security, storage and access control risks would remain, and system expansion would continue to be restricted until implementation.

Option 3- Do Nothing

Retain the existing system and continue operating with current software arrangements. *Implications:* Existing GDPR, security, storage and access control risks would remain, and system expansion would continue to be restricted.

4. Financial Implications

The cost of this upgrade is £16,153.33 inc VAT.

Centre Code/Budget: EMR 447 – Domestic Housing Surplus £9000
202 – 1008 Domestic Housing Income £9000

Unallocated budget remaining:

EMR 447 Domestic Housing Surplus - £0.00
202 – 1008 Domestic Housing Income £1,846.67

5. Staffing Implications

The Buildings & Assets Manager will work with the CCTV Manager to progress.

6. Community and Environmental Implications

The Town Council approved a Strategic Plan 2021- 2026

HEALTH, WELLBEING AND COMMUNITY SAFETY

We will support a safe and healthy town with opportunities for everyone.

Continue to develop a safe and environment for all.

7. Biodiversity Implications

The Town Council has a duty to consider biodiversity when making decisions. The temporary toilet will encourage residents to support activities at The

Recreation Ground and therefore may see a reduction in car travel to other facilities.

The facility may reduce any risk of contamination to green spaces and hedges.

8. Crime and Disorder Implications

This upgrade would help support crime prevention.

9. Equality & Diversity Impact Assessment

The implementation of new CCTV recording software is expected to have a neutral to positive equality and diversity impact. It will improve safety, security, and incident investigation for all users. No significant adverse impacts on protected groups have been identified, provided that the software is accessible, staff receive appropriate training, and robust privacy, data protection, and access controls are in place.

10. Risk Assessment

This would keep Calne Town Council compliant and in line with current regulations and the law.

9. Recommendations

Members are asked to **CONSIDER** the contents of this report and **RESOLVE** to agree Option 1 - to the Hikcentral upgrade for the CCTV system at a cost of £16,153.33.

And

DELEGATE to the Buildings and Asset Manager to oversee the progression.

Documents used in this report: Smart Technical information & quote.



CCTV - Calne TC
Central Software qu