



**Loughton Town Council
Willingale Road Allotments
CCTV/Camera Policy**

Allotment Site Camera (CCTV & Wildlife Camera) Policy (Draft)

1 Purpose

Due to ongoing issues with trespass, vandalism, and theft of produce, tenants are permitted to use cameras on their plots for security and wildlife monitoring. This policy ensures such use is appropriate, proportionate, and respectful of other tenants.

2 General Principle

Allotments are a shared community space. Cameras must be used responsibly and must not infringe on the privacy or enjoyment of other tenants or visitors.

3 Permitted Use

Tenants may install cameras on their plots **for the following purposes only**:

- Security (e.g. theft, trespass, vandalism)
- Wildlife monitoring

No prior permission is required **provided all conditions in this policy are met**.

However, **tenants must inform Loughton Town Council when a camera is installed** so that placement and signage can be reviewed if necessary.

4 Conditions of Use

All cameras must comply with the following:

- **Positioning:** Must be directed primarily within the tenant's own plot
- **Field of view:** Should avoid capturing neighbouring plots, paths, gates, or communal areas wherever reasonably possible
- **Audio recording:** Must be **disabled**
- **Signage:** Tenants should display a small, clear notice on their plot indicating that a camera is in use
- **Data use:** Footage must be used only for legitimate purposes (e.g. reporting incidents)
- **Data Retention:** Footage should be retained only for as long as necessary. If no incident has occurred, footage should be automatically overwritten or deleted within 28 days.

5 Privacy and Responsible Use

Tenants must not:

- Deliberately film or monitor other individuals or plots
- Use cameras in a way that could be seen as intrusive or excessive

- Share footage with other tenants or publicly (including WhatsApp or social media groups)
- Make accusations against others based on footage without reporting through the proper channels

Footage should only be shared with:

- Loughton Town Council
- The police (where appropriate)

Tenants installing cameras are responsible for ensuring their use complies with this policy and any relevant data protection requirements.

6 Reporting Incidents

If a tenant captures footage of suspected theft, trespass, or other incidents:

- This should be reported directly to Loughton Town Council
- Where appropriate, tenants may also report matters to the police
- Tenants should **not circulate footage to other plot holders**

7 Prohibited Use

The following are not permitted:

- Cameras intentionally covering communal areas or access points
- Covert or hidden surveillance of other tenants
- Use of cameras in a way that causes harassment, alarm, or distress

8 Enforcement

Where cameras are used inappropriately, Loughton Town Council may:

- Require repositioning or removal of the camera
- Restrict future use
- Take further action under the tenancy agreement

9 Review

This policy will be reviewed periodically in light of site issues and feedback.

Information

Any concerns or questions about CCTV/Cameras on site should be referred to the Allotment Officer or Town Clerk by writing to Loughton Town Council, 1 Buckingham Court, Rectory Lane, Loughton, IG10 2QZ or by email to contact@loughton-tc.gov.uk, telephone 020 8508 4200.

Town Clerk
April 2026