

Brockworth Parish Council Wildlife Camera Policy

1. Purpose

The purpose of this policy is to govern the use of wildlife cameras within council-managed nature reserves and open spaces. The policy ensures that cameras are used solely for the monitoring of wildlife and habitats while protecting the privacy and rights of residents and visitors.

2. Scope

This policy applies to:

- All council employees, volunteers, contractors, and members of working groups using wildlife cameras on council land.
- All wildlife cameras owned or managed by the council.

3. Authorisation and Responsibility

- Only authorised personnel may deploy, access, or manage wildlife cameras. At least two authorised persons must be present during the installation and setup of any camera.
- The Clerk is responsible for overseeing camera deployment, usage, and storage of footage.
- Cameras may only be used in locations approved in advance by the council and must be recorded in a camera deployment log.

4. Placement and Usage Guidelines

- Cameras must be positioned to capture wildlife activity only and avoid inadvertently capturing images of residents, properties, or other private areas.
- Where possible, cameras should be fixed at ground level or on logs to focus on wildlife activity.
- Cameras must not be pointed towards footpaths, access points, or residential areas.
- Placement must be clearly recorded, and descriptive location information documented.

5. Privacy and Data Protection

- No images of residents, visitors, or private property may be intentionally captured.
- Access to footage is restricted to authorised personnel only.

- Any accidental capture of images of residents or private property must be deleted immediately.
- Cameras must be removed from site immediately if there is evidence of unintended capture of private activity.

6. Storage and Retention

- Footage must be downloaded and stored securely in the council's office.
- Storage media (e.g., SD cards) must be securely locked when not in use.
- Once reviewed, footage should be deleted or archived according to council data retention policies.
- Camera footage will be shared with the public via the Council's website, or social media channels, provided that the footage does not contain any private or personal information.

7. Maintenance and Monitoring

- Cameras should be checked only at agreed intervals to minimise disturbance and prevent unintended capture.
- Any issues with camera placement, operation, or accidental capture must be reported immediately to the Clerk.

8. Training and Awareness

- All staff or volunteers deploying cameras must receive training on this policy, including data protection, privacy, and ethical wildlife monitoring.
- Signage will be displayed at the entrance to the Nature Reserve making people aware that cameras are in operation.

9. Compliance and Review

- Failure to comply with this policy may result in disciplinary or legal action.
- This policy will be reviewed annually or as required to ensure compliance with legislation and best practices.

10. Policy Approval

- This policy is approved by Brockworth Parish Council and is effective from 3rd June 2026.
- Any amendments must be approved by council prior to implementation.