

Little Clacton Parish Council CCTV Policy

CCTV Policy for Little Clacton Parish Council

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1. Introduction

Little Clacton Parish Council recognizes the importance of maintaining the safety and security of its residents, visitors, and properties. This CCTV policy establishes guidelines and procedures for the use of closed-circuit television (CCTV) systems operated by the council within the village of Little Clacton.

2. Scope

This policy applies to all CCTV systems owned and operated by Little Clacton Parish Council. The two main CCTV systems covered by this policy are:

- Plough Corner site: Permanent CCTV system located at Plough Corner.
- Deployable Camera: A temporary CCTV camera that can be deployed in various locations within the village.

3. Data Controllers

The data controllers responsible for the operation and management of the CCTV systems are:

- Chairman of Little Clacton Parish Council
- Vice Chairman of Little Clacton Parish Council
- Parish Clerk

The data controllers shall ensure compliance with data protection laws and regulations and oversee the appropriate use and security of CCTV data.

4. Purpose of CCTV Systems

The primary purposes of the CCTV systems are as follows:

- To deter and prevent crime, antisocial behavior, and vandalism within the village.
- To enhance public safety and protect the rights and well-being of residents, visitors, and staff.
- To assist in the identification and investigation of criminal activities or incidents that occur within the village.

5. Data Collection and Retention

a. Data Collection:

- CCTV systems will record and monitor public areas, where individuals do not have a reasonable expectation of privacy.
- Areas covered by CCTV will be clearly signposted to inform individuals that their images may be recorded for the purpose of public safety and crime prevention.

b. Data Retention:

- CCTV data will be retained for a period of 30 days unless required for ongoing investigations or legal proceedings.
- After the retention period expires, recorded data will be securely deleted or destroyed to prevent unauthorized access or use.

6. Access to CCTV Data

a. Access Rights:

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- Access to CCTV data will be restricted to authorized personnel who require it for official purposes, such as law enforcement, legal proceedings, or internal investigations.
- Access will be granted on a need-to-know basis, following established procedures and protocols.

b. Security Measures:

- CCTV data will be stored securely to prevent unauthorized access, loss, or damage.
- Access controls, including passwords and encryption, will be implemented to protect the confidentiality and integrity of CCTV data.
- Any transfer of CCTV data will be conducted securely, using encrypted channels where appropriate.

7. Data Subject Rights

Little Clacton Parish Council recognizes the rights of individuals under applicable data protection laws. Individuals have the right to request access to CCTV footage featuring themselves and to request the correction or deletion of their personal data, subject to legal limitations and exemptions.

8. Disclosure of CCTV Data

a. Sharing with Law Enforcement:

- CCTV data may be disclosed to law enforcement agencies or other authorized bodies for the prevention, detection, or investigation of criminal activities, or if required by law.

b. Third-Party Disclosure:

- CCTV data will not be disclosed to third parties unless there is a legal obligation to do so or with the explicit consent of the individuals concerned.

9. Review and Compliance

This CCTV policy will be reviewed regularly to ensure its continued relevance and compliance with applicable laws and regulations. Any updates or changes to this policy will be communicated to relevant stakeholders, including councillors and the public.

10. Contact Information

For any queries or concerns related to this CCTV policy, please contact the Little Clacton Parish Council office or the Data Protection Officer (if applicable).

By adopting this policy, Little Clacton Parish Council aims to ensure that the use of CCTV systems is conducted in a lawful, ethical, and responsible manner, while respecting the privacy and rights of individuals within the village.

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