Meeting Date:	**12th March 2025**
Report Subject:	**CCTV Policy**
Contact:	**Clerk**

Highcliffe and Walkford Parish Council
CCTV Policy

1. Introduction
Highcliffe and Walkford Parish Council (the Council) operates Closed Circuit Television (CCTV) in specific areas to enhance public safety, prevent crime, and protect council assets. This policy sets out the procedures for the management, operation, and use of the Council's CCTV system in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

2. Purpose of CCTV
The Council uses CCTV for the following purposes:

- To enhance the safety and security of residents, visitors, and council employees.
- To prevent and detect crime, vandalism, and anti-social behaviour.
- To protect council property and assets.
- To assist law enforcement agencies with investigations when required.

3. Legal Compliance
The CCTV system will be operated in accordance with:

- The **UK GDPR** and **Data Protection Act 2018**
- The **Surveillance Camera Code of Practice** issued by the Home Office
- The **Freedom of Information Act 2000** (where applicable)
- The **Human Rights Act 1998**, ensuring a balance between security and privacy rights.

4. Management and Operation
4.1. The CCTV system is owned and operated by the Council. The Clerk is responsible for overseeing its use.
4.2. Cameras are positioned in locations that do not intrude on private property.
4.3. CCTV recordings will be monitored only by authorised personnel.
4.4. Signage will be displayed in areas covered by CCTV to inform the public that surveillance is in operation.

5. Data Storage and Retention
5.1. Recorded footage will be retained for a maximum of **30 days**, unless required for an ongoing investigation.
5.2. Footage will be stored securely, with access restricted to authorised personnel.
5.3. After the retention period, recordings will be securely deleted.

6. Access to Footage
6.1. Requests for access to CCTV footage must be made in writing to the Clerk.

6.2. Individuals may request footage of themselves under **Subject Access Requests (SARs)**, but access may be restricted if it includes third-party data.
6.3. Requests from law enforcement agencies will be considered in line with legal requirements.

7. Complaints and Concerns
7.1. Any complaints regarding the operation of the CCTV system should be submitted in writing to the Clerk.
7.2. The Council will review complaints in line with its existing complaints procedure.

8. Review of Policy
8.1. This policy will be reviewed periodically to ensure compliance with legal requirements and operational effectiveness.

Adopted by Highcliffe and Walkford Parish Council on [12th March 2025]

Review Date: March 2026