



CCTV Privacy Policy

1. Purpose

This CCTV Privacy Policy outlines how Unstone Parish Council (“we”, “us”, “our”) collects, uses, stores, and protects personal data captured by Closed-Circuit Television (CCTV) systems installed on our premises.

The purpose of CCTV monitoring is to:

- Ensure the safety and security of staff, visitors, and property.
- Prevent and detect crime, vandalism, or other unlawful acts.
- Support investigations in case of incidents or breaches.

2. Scope

This policy applies to all CCTV systems operated by Unstone Parish Council across all locations, including internal and external areas of our premises.

3. Legal Basis

CCTV surveillance is carried out in accordance with:

- UK GDPR and Data Protection Act 2018
- Legitimate interests of the organisation in maintaining security and safety.

4. Types of Data Collected

The CCTV system may collect:

- Visual images of individuals.
- Vehicle registration numbers.
- Date, time, and location of the recording.

No audio recording or facial recognition technology is used unless explicitly stated and legally justified.

5. Signage and Notification

Clear signage is displayed in all areas where CCTV cameras are in operation. These signs inform individuals that CCTV monitoring is taking place.

6. Data Access and Use

- Footage is viewed only by authorised personnel for legitimate purposes (e.g., investigating incidents or providing evidence to law enforcement).
- Access is restricted and logged.



- Footage will not be disclosed to third parties unless legally required.

7. Data Retention

- CCTV footage is retained for a period of 30 days, after which it is automatically deleted unless required for an ongoing investigation.
- Any retained footage will be stored securely and accessed only when necessary.

8. Security Measures

We implement technical and organisational measures to protect CCTV data, including:

- Password-protected systems.
- Limited user access.
- Secure storage

9. Individual Rights

Individuals captured by CCTV have the right to:

- Request access to footage in which they appear (Subject Access Request).
- Request correction or deletion where applicable.

Requests can be made by contacting:

Data Protection Officer

Unstone Parish Council

rfo@unstone.org.uk

The Fred Hopkinson Memorial Hall, Crow Lane, Unstone, S18 4AL

10. Disclosure to Law Enforcement

We may share CCTV footage with the police or other authorities where required by law or to assist in the prevention or detection of crime.

11. Review and Updates

This policy is reviewed annually or when necessary to ensure ongoing compliance with legal and operational requirements.