



Pitfield Green CCTV Policy

1. Introduction

This policy sets out how Meopham Parish Council operates and manages its Closed-Circuit Television (CCTV) system in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance issued by the Information Commissioner's Office (ICO).

Meopham Parish Council is committed to ensuring that CCTV is used responsibly, proportionately and lawfully, whilst respecting the privacy rights of individuals.

Meopham Parish Council Office acts as the Data Controller for all personal data captured by the CCTV system.

2. Purpose of the CCTV System

Meopham Parish Council operates CCTV cameras for the following legitimate purposes:

- To promote and maintain public safety.
- To deter, detect and assist in the investigation of vandalism, criminal damage, anti-social behaviour and other unlawful activities.
- To assist law enforcement agencies where incidents occur.
- To provide information regarding visitor and footfall numbers for the management and planning of Council facilities and services.

The CCTV system will only be used for these stated purposes and will not be used for any unrelated monitoring of individuals.

3. Lawful Basis for Processing

Meopham Parish Council processes CCTV footage under Article 6(1)(e) of the UK GDPR:

- Public Task – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meopham Parish Council.
- Where footage is used to prevent or detect crime, support public safety, or assist investigations into vandalism or criminal activity, processing is also undertaken in accordance with Meopham Parish Council's statutory duties and responsibilities.

Meopham Parish Council has undertaken an assessment and considers the use of CCTV to be necessary and proportionate to achieve the objectives outlined in this policy.

4. Areas Covered by CCTV

CCTV cameras are installed only in locations considered necessary to meet the purposes outlined above.

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Meopham Parish Council seeks to minimise intrusion into private areas. Cameras are positioned to avoid unnecessary recording of neighbouring properties or areas where individuals have a heightened expectation of privacy.

No CCTV recording takes place within toilet facilities.

5. Signage

Clear and visible signs will be displayed in areas covered by CCTV.

These signs will inform individuals that CCTV is in operation and will include information on:

- The identity of the Data Controller.
- The purpose of the CCTV system.
- How further information can be obtained.

6. Data processor and controller

The Data processor and Controller is Meopham Parish Council who will have overall responsibility for the CCTV system. This includes day-to-day administration of the system, including access to footage and compliance with this policy.

Only authorised personnel who require access for legitimate operational purposes will be permitted to view recorded footage.

7. Security of CCTV Data

Meopham Parish Council takes appropriate technical and organisational measures to protect CCTV footage from unauthorised access, alteration, disclosure or loss.

These measures include:

- Secure storage of recorded footage.
- Password-protected access to CCTV systems where applicable.
- Restricting access to authorised personnel only.
- Maintaining appropriate cybersecurity and physical security measures.
- Ensuring any third-party service providers maintain appropriate security standards.

Any suspected data breach involving CCTV footage will be handled in accordance with Meopham Parish Council's Data Protection Policy and incident reporting procedures.

8. Retention of Footage

Routine CCTV recordings will be retained for a maximum period of 31 days before being automatically deleted or overwritten. This will be audited monthly to ensure compliance.

Footage may be retained for a longer period where:

- It is required as evidence relating to a criminal offence, vandalism, anti-social behaviour, or other incident.

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- It has been requested by the police or another authorised law enforcement body.
- It is required for legal proceedings, insurance claims or formal investigations.

Any retained footage will be kept only for as long as necessary for the relevant purpose and will be held securely and deleted when no longer required.

9. Sharing of CCTV Footage

CCTV footage will not be routinely shared with third parties.

Footage may be disclosed only where lawful and necessary, including:

- To the police or other law enforcement agencies for the prevention or detection of crime.
- To authorised regulatory or statutory bodies where required by law.
- In connection with legal proceedings or insurance investigations.

Meopham Parish Council will ensure that any disclosure is proportionate, documented and compliant with data protection legislation.

10. Individual Rights

Individuals whose images have been captured by the CCTV system have rights under data protection legislation, including:

- The right to request access to their personal data.
- The right to request correction of inaccurate information where applicable.
- The right to lodge a complaint with the Information Commissioner's Office.

Requests relating to CCTV footage should be submitted to Meopham Parish Council Office. Meopham Parish Council will require sufficient information to identify the individual and the relevant footage.

Where footage contains images of other individuals, Meopham Parish Council may need to redact or otherwise protect the rights of third parties before disclosure.

11. Privacy Notice

Meopham Parish Council's Privacy Notice will include a summary of:

- The existence of the CCTV system.
- The purposes for which CCTV is used.
- The lawful basis for processing.
- The retention period.
- Contact details for further information.

This CCTV Policy should be read alongside Meopham Parish Council's Privacy Notice and Data Protection Policy.

12. Monitoring and Review

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This policy will be reviewed regularly and at least 4 years, or sooner if there are changes to legislation, ICO guidance, operational requirements, or the CCTV system itself.

Adopted at Full Council on 30 June 2026 Minute number F.C. 48.