



Jane Sawyer  
Parish Clerk/RFO

## BRAMSHOTT & LIPHOOK PARISH COUNCIL

Haskell Centre  
Midhurst Road  
Liphook  
Hampshire GU30 7TN  
01428 722988  
council@bramshottandliphook-pc.gov.uk  
www.bramshottandliphook-pc.gov.uk

### CCTV Policy

Adopted: xx/xx/xxxx

Review due: xx/xx/xxxx

### Purpose

The purpose of this CCTV policy is to outline the guidelines and procedures for the use of closed-circuit television (CCTV) surveillance systems operated by Bramshott & Liphook Parish Council ("the Council"). The primary objectives of the CCTV system are to enhance public safety, deter crime, and protect council property.

### Scope

This policy applies to all CCTV systems owned, operated, or managed by the Council, including cameras installed in public spaces, council buildings, and other relevant areas.

### Registration

The Council is registered with the Information Commissioner's Office and pays an annual data protection fee.

### Principles

- **Respect for Privacy:** The Council is committed to respecting the privacy of individuals and ensuring compliance with relevant data protection legislation, including the General Data Protection Regulation (GDPR).
- **Lawful Purpose:** CCTV surveillance will only be used for lawful purposes, such as crime prevention, detection, and public safety.
- **Transparency:** The presence of CCTV cameras will be clearly indicated through signage in areas under surveillance.
- **Data Security:** Measures will be implemented to safeguard CCTV footage against unauthorised access, loss, or misuse.
- **Retention Period:** CCTV footage will be retained for a limited period, in accordance with legal requirements and operational needs.

### Camera Deployment

CCTV cameras are installed inside and outside the Liphook Millennium Centre and outside the Haskell Centre.

### Data Management

Day to day operational responsibility of the CCTV systems operated by the Council rests with the Parish Clerk. Any breaches of this policy will be investigated by the Clerk.

## **Monitoring and Review**

CCTV systems will be regularly monitored to ensure their proper functioning and compliance with this policy.

This CCTV policy will be reviewed periodically to assess its effectiveness and relevance, with any necessary updates or amendments implemented accordingly.

## **Data Quality**

Our CCTV systems produce high quality, clear images which law enforcement agencies can use to investigate crime. Any new CCTV systems installed will comply with this policy.

We will ensure that our cameras are sited in locations that provide clear images with no obstructions such as trees or plant growth.

We will carry out regular checks to ensure that the systems are continuing to produce high quality images.

## **Data Retention**

CCTV footage will be retained for a period not exceeding six weeks, after which it will be securely deleted unless required for legal proceedings.

Footage retained for legal proceedings will be deleted once the purpose for which it has been retained is completed and it will then be removed from all devices.

We will undertake annual reviews to ensure that our data is being deleted in accordance with this policy.

## **Data Security**

We will take measures to safeguard CCTV footage against unauthorised access, loss or misuse.

Only authorised staff are permitted to view or make copies of CCTV footage. Staff are not permitted to access CCTV footage on any personal devices and any breach of this policy will result in disciplinary action. Any Council devices allowing access to CCTV footage should be password protected.

Any software updates published by the equipment's manufacturer will be implemented in a timely manner.

## **Requests for Personal Data**

Individuals may request a copy of their image and this policy sets out how we will manage requests.

Requests can be made verbally or in writing and should be addressed to the Parish Clerk by email to [council@bramshottandliphook-pc.gov.uk](mailto:council@bramshottandliphook-pc.gov.uk); by telephone to 01428 722988; or, in writing to Bramshott & Liphook Parish Council, Haskell Centre, Midhurst Road, Liphook GU30 7TN.

All requests for images will be responded to within one month of receipt of the request.

We will not provide images to third parties other than to law enforcement agencies to assist them in the detection or prevention of a crime.

We will keep a log of subject access requests and how we have handled them.

## **Staff Training**

All staff will be made aware of our CCTV policy and will be given training as necessary. This will include the procedure for recognising and dealing with requests for personal data.

We will ensure that all staff who are authorised to access the CCTV systems are familiar with the system and know how to review and extract footage if required.

All staff will be informed of the likely disciplinary penalties for misuse of the CCTV systems.

## **Fair Processing**

We will display clearly visible signs at all locations where CCTV is in use to ensure that anyone likely to be captured by the cameras is aware of them.

We will ensure that signs include the Council's contact details.

This policy will be available on the Council's website [www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk)

## **Complaints and Enquiries**

Anyone who has a concern or complaint regarding the use of CCTV surveillance by the Council can submit their concern or complaint to the Parish Clerk using the details at the end of this policy.

## **Policy Acknowledgement**

All council employees, contractors, and stakeholders involved in the operation or management of CCTV systems are required to familiarise themselves with this policy and comply with its provisions.

## **Contact Details**

**Email:** [Council@bramshottandliphook-pc.gov.uk](mailto:Council@bramshottandliphook-pc.gov.uk)  
**Telephone:** 01428 722988  
**By Post:** Bramshott & Liphook Parish Council  
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