



**East Woodhay Parish Council**  
**CCTV Policy and Disclosure to the General Public**  
**Revised: 25 September 2023**  
**Next review date: May 2026**

## **INTRODUCTION**

East Woodhay Parish Council (**the Council**) has five CCTV cameras covering Woolton Hill car park, recreation ground and playground. Signs are in place to inform the public. The rules of data protection apply to the CCTV footage.

Data will be retained for the minimum time necessary for its purpose and disposed of appropriately when no longer required. The retention period is based partly on the storage capacity of the system, but also reflects how long the data is required. The Council may need to retain information for a longer period, if a law enforcement body is investigating a crime and asks for such information to be preserved, to give them opportunity to view the information as part of an active investigation. It will be deleted when it is not necessary to retain, for example if it does not achieve the purpose for which information is collected and retained.

## **THE PURPOSES FOR WHICH IMAGES ARE RECORDED**

Full details of the principles and criteria under which East Woodhay Parish Council -owned CCTV systems operate may be found in the Home Office Surveillance Camera Code of Practice.

## **RECORDED IMAGES**

If no legitimate request for retention of the recording has been made, data will then be erased or overwritten. All requests for retention of recordings are considered against the provision of the Data Protection Act 2018 and the Home Office Surveillance Camera CCTV Code of Practice.

Recorded data will only be used for the purposes defined in the Code of Practice. Access to recorded data shall only take place in the circumstances defined in the Code of Practice and the provisions of relevant legislation.

All data released shall remain the property of East Woodhay Parish Council.

## **ACCESS TO RECORDED IMAGES**

Recordings are accessed on a password-access laptop which is held by **The Chair of Amenities** unless he is on holiday. At such time the laptop will be passed to **the Clerk as the person representing the Council as Data Controller (see Data Protection Policy)**.

## **DISCLOSURE TO THE GENERAL PUBLIC**

The showing of recorded data to the public will only be permitted in accordance with the Home Office CCTV Code of Practice and the provision of the Data Protection Act 1998.

In every case, a written application in an approved format (application forms are available from Environmental Services); clearly showing the reason(s) for the request is required.

## **DISCLOSURE TO THE GENERAL PUBLIC**

### **How to Apply for Access to Information Held on the CCTV System**

These notes explain how you can find out what information, if any, is held about you on the CCTV system.

### **Your Rights**

Subject to certain exemptions, you have a right to be told whether any personal data is held about you.

You also, have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. EWPC will only give that information if it is satisfied as to your identify. If release of the information will disclose information relating to another individual(s) who can be identified from that information, the Council is not obliged to comply with an access request unless: -

- The other individual has consented to the disclosure of information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

## **EAST WOODHAY PARISH COUNCIL RIGHTS**

The Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV System are where the information may be held for:

- Prevention and detection of crime.
- Apprehension and prosecution of offenders.

Should the release of the data likely prejudice any of the above purposes then access can be refused.

## **FEE**

A fee of £10 is payable for each access request.

**This policy is 'owned' by the Amenities Committee of East Woodhay Parish Council which will review it every three years or earlier, subject to any relevant updates.**

***Links to: Data Protection Policy, ICO Certification, Document Retention Policy.***