



**Cliffe and Cliffe Woods Parish Council**  
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ [clerk@cliffeandcliffewoods-pc.gov.uk](mailto:clerk@cliffeandcliffewoods-pc.gov.uk)

Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons  
and Assistant Clerk Mrs Parveen Comparat

## **CCTV POLICY**

### **Purpose**

This policy is to control the management, operation, use and confidentiality of the CCTV system owned by Cliffe and Cliffe Woods Parish Council located at the Village Club, Church Street, Cliffe ME3 7PU and covering the Cliffe Recreation Ground, Ball Court, Small Hall Car Park, Allotments, Play Area, Ball Court and entrance to the Small Hall Car Park.

The CCTV is in continual operation and is intended for the purposes of:

- Protecting Parish Council buildings and assets
- Promoting the health and safety of parishioners and visitors
- To reduce crime and anti-social behaviour
- Supporting the police in a bid to deter and detect crime
- Assisting in identifying, apprehending and prosecuting offenders

Cliffe and Cliffe Woods Parish Council's CCTV is registered with the Information Commissioner Office (ICO) and we pay an annual fee under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

### **Scope**

The Policy relates directly to the location and use of CCTV and monitoring, recording and subsequent use of such recorded material. The Parish Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its use.

CCTV warning signs will be prominently placed in areas where CCTV is used.

The placement of the cameras endeavours to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage. Video monitoring of public areas for security purposes within the Parish Council is limited to uses that do not violate the individual's reasonable expectations to privacy.

All CCTV systems and associated equipment will be required to comply with this policy following its adoption by the Parish Council. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018.

## **Location of cameras**

The cameras are sited so they only capture images relevant to the purposes for which they have been installed and care will be taken to ensure that reasonable privacy expectations are not violated. The Parish Council will ensure that the location of future equipment is carefully considered to ensure that the images captured comply with the legislation.

CCTV Video Monitoring and Recording of Public Areas may include the following:

- Protection of buildings and property; vandalism and theft
- Criminal investigations (carried out by the police); robbery, burglary and theft surveillance.

## **Storage and retention of CCTV images**

Recorded data will not be retained for longer than 30 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention beyond the standard 30 days will reflect the Parish Council's specific purposes for recording information, and how long it is needed to achieve these purposes.

The Parish Council will store data securely at all times.

## **Access to CCTV images**

Access to recorded images will be restricted to authorised personnel only. In line with Data Protection, the CCTV is located in a secured cabinet and on mobile apps with no access to non-authorised persons. Supervising the access to and maintenance of the CCTV System is the responsibility of the Parish Council.

## **Access requests**

- Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.
- All requests should be made to the Parish Clerk by completing the Access Request Form.
- Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified, i.e. time, date and location.
- The Parish Council does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if it is deemed necessary and it meets certain criteria.
- The Parish Council will endeavour to respond to request within one calendar month of receiving the request.
- The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

## **Access and disclosure of images to third parties**

There will be no disclosure of recorded data to third parties other than authorised personnel such as the police.

If there are any concerns as to disclosure, then the Parish Council should seek expert advice from a Data Protection Officer in the first instance and appropriate legal advice as required.

### **Responsibilities**

The Parish Council retains overall responsibility and will:

- Ensure the use of CCTV systems is implemented in accordance with this policy.
- Oversee and co-ordinate the use of the CCTV monitoring for safety and security purpose within the Parish.
- Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- Ensure that the CCTV monitoring is consistent with the highest standards and protections.
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- Maintain a record of access (e.g. an access log) for the release of any material recorded or stored in the system.
- Ensure that the perimeter of view from cameras conforms to this policy.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Parish Council and mindful that no such infringement is likely to take place.
- Ensure that cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principals of 'Reasonable Expectation of Privacy.'
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and for no other purpose.
- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

### **Data protection impact assessments and privacy by design**

CCTV has the potential to be privacy intrusive. The Parish Council will perform a privacy impact assessment when installing or moving CCTV cameras to consider the privacy issue involved with using new surveillance systems to ensure that the use is necessary. Any servicing or repairs of the equipment will be carried out by qualified personnel only.

### **Policy Reviews**

The Clerk/PO is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

### **CCTV signage**

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are being recorded. The Parish Council is to ensure that this requirement is fulfilled.

This policy was adopted by the Parish Council at their meeting on 19/3/2026

