



Hullbridge Parish Council

CCTV Policy

Adopted 13/10/2025 -reviewed annually

Introduction

This policy sets out the management, operation, and confidentiality arrangements for the Closed-Circuit Television (CCTV) systems located at:

- The Parish Office 98 Ferry Road SS5 6EX
- Pooles Lane Car Park Ferry Road SS5 6ND

Both CCTV systems are managed by Hullbridge Parish Council in accordance with current data protection legislation.

The policy was prepared inline with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and guidance issued by the Information Commissioners Office (ICO). It will be reviewed annually to ensure continued compliance and relevance.

The Council is registered with the Information Commissioner under Registration Reference: Z6496438.

Purpose of CCTV System

- Provide a safe and secure environment for residents, visitors, and those working in the are.
- Prevent, deter and detect crime and disorder, including fly-tipping and anti-social behaviour.
- Assist law enforcement and other authorised agencies in the investigation and prosecution of criminal offences.
- Act as a visible deterrent through the clear siting of cameras and appropriate signage.

The Council's CCTV system is installed and operated for the purposes of crime prevention, public safety, and the protection of Council property. CCTV footage may also be used to assist with the investigation of incidents where appropriate.

- CCTV will **not be used to monitor the routine activities, performance, or conduct of staff, councillors, contractors, or volunteers.** The system will never be used as a means of covert surveillance of employees or for disciplinary monitoring, except in very exceptional circumstances where authorised in line with the law.

Data Protection Principles



In accordance with UK GDPR, all CCTV data will be:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely and in a way that protects against unauthorised access, loss or damage.
- Managed in accordance with the rights of individuals.

A Data Protection Impact Assessment (DPIA) has been completed for the CCTV system.

Signage

Clear signage is displayed in all areas covered by CCTV to inform individuals that surveillance is in operation. The signs include:

- The purpose of the CCTV.
- The name of the data controller (Hullbridge Parish Council).
- Contact details for further information.

Retention and Storage

CCTV images are retained for a maximum of 30 days unless required for a specific investigation or legal proceedings. All recordings are securely stored and access is restricted to authorised personnel only.

Access to CCTV Images

Access to recorded images is limited to the Clerk to the Parish Council, authorised operators, and law enforcement agencies.

Access will only be granted for lawful reasons including:

- Crime investigation or prevention.
- Legal or insurance matters.
- Responding to subject access requests.

All access and disclosures are recorded in an access log.

Subject Access Requests

Individuals have the right to request access to CCTV footage in which they appear. Requests must:



- Be made in writing to the Parish Clerk.
- Include sufficient information to identify the individual and the date/time of the footage.
- Provide proof of identity.

Disclosure may be limited or refused if it would involve disclosing images of other individuals or interfere with an ongoing investigation.

Operation and Management

Day-to-day operational responsibility rests with the Clerk to the Parish Council. All personnel and contractors operating or managing the CCTV system will be trained in its lawful and appropriate use.

Operators must:

- Act with integrity and not abuse the system.
- Avoid compromising the privacy of individuals.
- Ensure date/time settings on the system are accurate.
- Record and justify any access to or use of recorded images.

The CCTV system's performance and compliance will be reviewed annually by the Parish Council.

Third-Party Access and Security Firm Requirements

Law Enforcement Agencies and the Parish Council's appointed security contractor may access footage where lawful and necessary.

The appointed security firm must hold the appropriate licences and accreditations required by law to carry out CCTV monitoring and related security functions. This includes, but is not limited to, licences issued by the Security Industry Authority (SIA). Proof of valid licensing must be provided prior to the commencement of services and maintained throughout the contract.

Complaints and Concerns

Any concerns or complaints about the operation of the CCTV system should be submitted in writing to the Parish Clerk. Complaints will be considered in accordance with the Parish Council's existing Complaints Policy.

Contact:

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clerk@hullbridge-pc.gov.uk | 01702 232038