



Horsmonden Parish Council CCTV Policy

Adopted by HPC on 1 December 2025

Data Protection Impact Assessment (DPIA)

Horsmonden Parish Council has identified and documented the potential impact on individuals' privacy in their DPIA and taken this into account when installing and operating the CCTV system. We regularly review whether CCTV is still the best security solution.

Registration

Horsmonden Parish Council has registered with the Information Commissioner's Office (ICO) and paid the data protection fee required.

Governance

This policy covers the procedure covering the use of CCTV and nominates those responsible for the operation of the CCTV system.

Purposes for using CCTV

Horsmonden Parish Council has considered various ways to prevent criminal and anti-social activity in its public toilets including lighting and monitoring, however it was considered that CCTV was necessary in order to try and prevent these activities.

CCTV cameras will record video footage (no audio footage is captured) in the communal (non-private) areas. Cameras will operate 24/7.

Footage will be processed under the Parish councils legitimate interests under Article 6(1)(f) UK GDPR, with additional safeguards due to the sensitivity of the location.

Requests for personal data and subject access requests (SARS)

Horsmonden Parish Council has established a process to recognise and respond to individuals or organisations making requests for copies of the images on your CCTV footage will seek prompt advice from the Information Commissioner where there is uncertainty.

We are aware of individuals rights to request a copy of their image (including staff) and will provide these upon request. Horsmonden Parish Council will keep an accurate log of all subject access request.

Training

All staff are trained on how to operate the CCTV system and cameras (if applicable) and how to recognise and deal with requests for CCTV information/images.

Retention

Horsmonden Parish Council only retains recorded CCTV images for long enough to allow for any incident to come to light and to investigate it. If not required for further evidence, all data will be automatically deleted/overwritten after 30 days.

Data quality

Horsmonden Parish Council has selected a system which produces high quality, clear images which law enforcement bodies (usually the police) can use to investigate crime. Regular checks will be made to ensure that the system is continuing to produce high quality images.

Data security

Footage will be recorded and stored securely on-site on a memory card and retained for 30 days, unless required for further investigation.

Footage will only be viewed by authorised personnel following an incident of anti-social behaviour or criminal activity and can be viewed real time if an incident is reported.

Only authorised personnel from Horsmonden Parish Council will have access to footage on a day-to-day basis. These personnel will consist of the Parish Clerk and Deputy Clerk.

Footage will be disclosed to authorised agencies to support post incident investigation including law enforcement agencies.

Public awareness and signage

Horsmonden Parish Council clearly informs individuals of their use of CCTV by displaying signs showing that CCTV is in operation. The signs include contact details for those who are authorised to monitor the CCTV and who can be contacted for further information.

Review

This policy will be reviewed regularly by Horsmonden Parish Council.