



East Wittering and Bracklesham Parish Council – CCTV Policy

Adopted : 11/07/2025

Min Ref: 25.91

Review Date:

1. Introduction

This policy sets out the purpose, use, and management of Closed-Circuit Television (CCTV) operated by East Wittering & Bracklesham Parish Council. It ensures that CCTV is used in compliance with the relevant legislation, including the Data Protection Act 2018, UK GDPR, and the Surveillance Camera Code of Practice.

2. Purpose of CCTV

The Parish Council operates CCTV to:

- Deter and detect crime, anti-social behaviour, and vandalism.
- Enhance the safety and security of the public and property.
- Assist law enforcement agencies in the prevention and investigation of crime.
- Support the effective management of public spaces.

CCTV will not be used for any purpose other than those stated above.

3. Location and Coverage

CCTV cameras are installed

- To the exterior of Bracklesham Barn Community Centre.

Clear signage will be placed in areas where CCTV is operational.

4. Responsibilities

- The Parish Clerk is the Data Controller and is responsible for the implementation of this policy.
- The Parish Council is responsible for ensuring regular review and compliance with this policy.
- Access to recorded images is restricted to authorised personnel only.

5. Data Protection Principles

The Parish Council will ensure that:

- CCTV images are processed fairly, lawfully, and transparently.
- The use of CCTV is proportionate to the identified purpose.
- Data is kept secure and retained only as long as necessary.
- Individuals' privacy is respected, especially in residential or sensitive areas.

6. Retention and Storage

Recorded images will be retained for no longer than 30 days unless required for an ongoing investigation. After this period, data will be securely deleted.

7. Access to Images

- Access to CCTV footage is restricted to authorised personnel.
- Law enforcement agencies may request footage as part of criminal investigations, subject to appropriate safeguards.
- Individuals may request access to footage of themselves under data protection law (Subject Access Request). Requests must be made in writing to the Parish Clerk.

8. Monitoring and Review

This policy will be reviewed annually or sooner if required due to changes in legislation or operational needs.

9. Complaints

Concerns about the operation of CCTV should be directed in writing to the Parish Clerk. If not resolved, individuals may escalate complaints to the Information Commissioner's Office (ICO).

Contact Details

Tracey Parish Clerk

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Information Commissioner's Office

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