



## **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**

East Wittering and Bracklesham Parish Council  
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#### **Information Commissioner's Office**

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