



CCTV Policy

Closed Circuit Television (CCTV) at Tidworth Civic Centre, Wylve Road, Tidworth SP9 7QQ is regulated in accordance with the Data Protection Act 2018.

1. Purpose

To outline the safeguards in place in regard to the operation of, and access to, the CCTV systems-and the resultant images.

This policy applies to all staff and members of Tidworth Town Council involved in the operation of the CCTV system.

2. Principles

- Obtain and process data fairly.
- Only keep personal data for one or more specified-explicit and lawful purpose.
- Process personal data only in ways compatible with the original purpose.
- Keep personal data safe and secure.
- Keep personal data accurate, complete, and up to date.
- Ensure that personal data is adequate, relevant, and not excessive.
- Retain personal data no longer than is necessary for the specified purpose.
- Provide a copy of his/her personal data to any individual, on request.

3 Purposes of CCTV

The CCTV system is operated for the safety and security of the people who use the Civic Centre, our staff, the building and surrounding area, information located or stored on the premises, and assets (e.g. the War Memorial).

The CCTV system may be used to investigate security incidents in order to secure evidence, should such incidents occur.

4 General

The CCTV system is static and the Town Clerk is responsible for overseeing the systems and procedures.

There will be clear signs in place in and around the area with Tidworth Town Council contact details on.

The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so.

The system will be serviced annually.

Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is 31 days and any footage that is over this period will be destroyed.

5 Access to the Images

It is important that access to, and disclosure of images to third parties, is strictly controlled and documented. This is to ensure that the rights of the individual are maintained, and that the chain of evidence remains intact should the images be required for evidential purposes.



Access to these images will normally be provided in response to the following; a Freedom of Information access request, or a Data Protection access request.

Only in exceptional circumstances may images be disclosed to those carrying out a formal internal investigation or disciplinary procedure, where it can reasonably be expected that the disclosure of the images may help the investigation or prosecution of a sufficiently serious disciplinary offence or a criminal offence.

In all cases the images will be viewed by two people, one of whom must be a member of staff.

6 Subject Access Requests

Under Data Protection legislation, an individual has the right to view any personal information held about them by a Data Controller

All requests should be made in writing to the Town Clerk, Tidworth Town Council, Tidworth Civic Centre, Wylve Road, Tidworth SP9 7QQ

The following information should be logged when access is provided:

- Record the reason for disclosure.
- Record the details of the image disclosed i.e. the date, time and location of the image.
- Record who was present when the images were disclosed.
- Record whether any images were disguised/blurred to prevent identification of individuals other than the data subject.

If such a request is received the images are to be viewed on site.

Staff and Leadership Committee members are authorised to access images for these requests.

7 Crime Prevention/Detection

Should any images be required by the Police, the protocol is:

- The request must be in written form, specifying the date and time (as far as possible) of the image – can be email.
- The Council must provide a response to a request within 5 days.
- If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

Signed: _____  Date: 3 July 24

(Print Name) CAROL R WEBB Chair, Tidworth Town Council