



Rackheath Community Council CCTV Privacy Notice

Rackheath Community Council operates CCTV, including video and audio recording, at the Pavilion and surrounding council land, including the playing field and car park. This notice explains how we collect, use and protect personal data obtained through that system.

1. Who we are

Data Controller: Rackheath Community Council

Contact: The Clerk / Data Protection Officer

Name: Aileen Beck

Address: The Pavilion, Green Lane West, Rackheath, NR13 6LT

Email: clerk@rackheathparishcouncil.org.uk

Telephone: 01603 920990

ICO Registration Number: ZA340315

2. Why we use CCTV and audio recording

We use CCTV and audio recording for the following purposes:

- to help keep council premises and land safe and secure;
- to prevent and detect crime, vandalism, anti-social behaviour and unauthorised use;
- to protect council buildings, land, equipment and other property;
- to support the safety of councillors, staff, volunteers, hirers and visitors;
- to investigate incidents, complaints and suspected breaches of council rules;
- to provide evidence where necessary for legal proceedings, insurance claims or law enforcement purposes.

We do **not** use CCTV or audio recording for covert monitoring.

3. What personal data we collect

Our system may record:

- visual images of individuals;
- vehicle images and registration numbers;
- audio conversations or other sounds within range of the system;
- date, time and location information connected with the recording.

4. Our lawful basis for processing

We process CCTV and audio recordings under the **UK GDPR** and **Data Protection Act 2018**. Our lawful basis is:

- **Article 6(1)(e) UK GDPR** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council; and/or
- **Article 6(1)(f) UK GDPR** – legitimate interests, where applicable, in protecting people, premises and property, and in investigating incidents.

5. Where CCTV and audio recording operate

CCTV and audio recording operate at the Pavilion and surrounding council land, including the playing field and car park.

Clear signage is displayed to inform people that CCTV and audio recording are in operation.

6. Who can access the recordings

Access to live feeds and recorded footage/audio is restricted to authorised persons only, normally the Clerk / Data Protection Officer and any other person specifically authorised by the Council where necessary.

Access is limited to situations where there is a legitimate reason, such as:

- investigating an incident;
- responding to a complaint;
- dealing with damage, theft or anti-social behaviour;
- complying with a legal obligation or valid request.

7. Who we may share recordings with

We may share recordings, where lawful and necessary, with:

- the police and other law enforcement agencies;
- insurers, solicitors and courts;
- other public authorities where required by law;
- individuals making a valid data protection request;
- professional advisers where necessary in connection with a claim or dispute.

We will only disclose recordings where there is a lawful basis and where it is fair, necessary and proportionate to do so.

8. How long we keep recordings

CCTV footage and audio recordings are normally kept for **30 days** and are then automatically deleted.

However, recordings may be kept for longer where they are required for:

- the investigation of an incident;

- insurance or legal purposes;
- a complaint or dispute;
- law enforcement enquiries; or
- another lawful reason.

Where recordings are retained beyond the standard period, the reason and retention period will be documented.

9. How we protect your information

We take appropriate technical and organisational measures to keep recordings secure. This includes restricting access, using password protection and ensuring recordings are only accessed where necessary.

10. Your rights

Under data protection law, you have rights which may include:

- the right to request access to your personal data;
- the right to request correction of inaccurate personal data;
- the right to request erasure in certain circumstances;
- the right to object to processing in certain circumstances;
- the right to complain to the Information Commissioner's Office (ICO).

If you wish to request access to CCTV or audio recordings involving you, please contact the Clerk / Data Protection Officer. You will need to provide enough information to help us identify the relevant recording, such as the date, approximate time and location.

Please note that where recordings include other individuals, we may need to redact or withhold some information to protect their rights.

11. Freedom of Information

Where recordings contain identifiable individuals, they will usually be treated as **personal data** and will not normally be disclosed under the Freedom of Information Act 2000.

12. Complaints

If you have any concerns about how Rackheath Community Council uses CCTV or audio recording, please contact the Clerk / Data Protection Officer in the first instance.

You also have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk

Telephone: 0303 123 1113