



BEAN PARISH COUNCIL

CCTV POLICY

Approved	11 May 2026
Review	May 2028

CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

Beacon Wood Country Park, Southfleet Road, Bean

1. Introduction

Bean Parish Council (“the Council”) operates a Closed-Circuit Television (CCTV) system at Beacon Wood Country Park. This policy is based on the style and structure commonly adopted by Kent parish councils (including those within the Gravesham and Dartford borough areas) and reflects guidance issued by the Information Commissioner’s Office (ICO).

The purpose of this policy is to regulate the management, operation and use of the CCTV system and to ensure compliance with data protection legislation.

2. Statement of Intent

The Council supports the use of CCTV as a means of:

- Deterring and reducing crime and anti-social behaviour
- Assisting in the identification and prosecution of offenders
- Enhancing the safety and security of residents and visitors
- Protecting Council property and assets

The system will be operated with due regard to the privacy of individuals and in accordance with the law.

3. Legal Framework

This policy has been prepared having regard to the following legislation:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Surveillance Camera Code of Practice

Bean Parish Council is the **Data Controller** for the purposes of this system.

4. Principles of Operation

The CCTV system will be operated in accordance with the following principles:

- The system will be used only for the purposes for which it is established
- Cameras will be sited so as to minimise intrusion into areas where there is a reasonable expectation of privacy
- The system will be operated fairly, lawfully and transparently
- Recorded material will be adequate, relevant and not excessive
- Data will be held securely and access restricted
- Recorded material will not be kept for longer than necessary

5. Location of Cameras

Cameras are located at strategic points within Beacon Wood Country Park, including:

- Entrances and exits
- Car parking areas
- Locations identified as vulnerable to vandalism or anti-social behaviour

Camera locations are reviewed periodically to ensure continued justification.

6. Operation of the System

- The system operates on a continuous or motion-activated basis
 - Images are recorded digitally
 - No sound is recorded
 - The system is maintained to ensure it is in good working order
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7. Signage

The Council will ensure that appropriate signage is displayed in accordance with ICO guidance. Signs will:

- Be clearly visible and readable
 - State that CCTV is in operation
 - Identify the Council as the Data Controller
 - Provide contact details for further information
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8. Storage and Retention of Data

- All recordings are stored securely
 - Access is restricted to authorised persons (normally the Clerk)
 - Recordings are retained for a period of **30 days**
 - Recordings required for evidential purposes may be retained longer
 - Data is automatically overwritten or securely deleted after the retention period
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9. Access to Recordings

Access to recorded material is strictly controlled:

- Only authorised persons may view recordings
- A record will be kept of all viewings and disclosures
- Recordings may be disclosed to:
 - Police or law enforcement agencies
 - Legal representatives or insurers where appropriate

No images will be released to the media without proper authority.

10. Subject Access Requests

Individuals have the right to request access to personal data held about them.

Requests must:

- Be made in writing using the Council's CCTV Subject Access Request form
- Include sufficient detail to identify the relevant footage
- Be accompanied by proof of identity

The Council will respond within one calendar month, subject to any applicable exemptions. Where necessary, third-party images will be obscured.

11. Data Protection Impact Assessment (DPIA)

A Data Protection Impact Assessment has been undertaken to ensure that the CCTV system is:

- Necessary and proportionate
 - Compliant with legal obligations
 - Supported by appropriate safeguards
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12. Responsibility for the System

Overall responsibility for the CCTV system rests with Bean Parish Council.

Day-to-day responsibility is delegated to:

The Clerk to the Council, who will:

- Ensure compliance with this policy
 - Maintain records of access and disclosures
 - Handle Subject Access Requests
 - Liaise with enforcement agencies where required
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13. Complaints

Any complaints regarding the operation of the CCTV system should be addressed in the first instance to:

The Clerk to Bean Parish Council

Clerk@beanparishcouncil.gov.uk

If the matter is not resolved, complaints may be referred to the Information Commissioner's Office.

14. Review of Policy

This policy will be reviewed annually by the Council or earlier if required due to:

- Changes in legislation
 - Changes to operational requirements
 - Recommendations arising from incidents or audits
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15. Adoption

This policy was adopted by Bean Parish Council at a meeting held on:

Date: 11 May 2026

Signed: Cllr. Keith Turner-Burgin
(Chairman)

Review Date: May 2028

APPENDIX A

CCTV SUBJECT ACCESS REQUEST FORM Bean Parish Council – Beacon Wood Country Park

1. Applicant Details

Full Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

2. Details of Request

Date of Incident: _____

Time of Incident (approx.): _____

Location within park: _____

Description of yourself (including clothing):

3. Proof of Identity

Please provide one of the following:

Passport

Driving Licence

Recent Utility Bill

Other: _____

4. Declaration

I confirm that the information given is correct and that I am the person to whom the images relate, or I am authorised to act on their behalf.

Signature: _____

Date: _____

5. Submission

Please return this form to:

The Clerk to Bean Parish Council

Clerk@beanparishcouncil.gov.uk

6. Office Use Only

Date Received: _____

Identity Verified: Yes No

Date Response Due: _____

Outcome: _____

Officer: _____