

KNOWSLEY TOWN COUNCIL



CCTV POLICY

1. Purpose of the Policy

Knowsley Town Council operates Closed-Circuit Television (CCTV) systems in order to:

- Protect the safety of staff, Members, visitors and members of the public
- Prevent and detect crime and anti-social behaviour
- Protect Council property and assets
- Assist law enforcement agencies where necessary

This policy sets out how CCTV is operated and how recorded images are handled in accordance with data protection legislation.

2. Legal Framework

The Council operates CCTV systems in compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Protection of Freedoms Act 2012
- Surveillance Camera Code of Practice (Home Office)
- ICO CCTV Code of Practice

CCTV images are personal data and are processed accordingly.

3. Lawful Basis for Processing

The Council relies on:

Article 6(1)(e) UK GDPR – Public Task

Processing is necessary for the performance of a task carried out in the public interest.

Where applicable, processing may also rely on:

Article 6(1)(f) – Legitimate Interests,

where balanced against the rights and freedoms of individuals.

4. Location of CCTV Cameras

CCTV cameras are positioned:

- At Council-owned or managed premises
- In areas identified as requiring monitoring for safety and security

Cameras will not be positioned to:

- Intrude on private property without justification
- Monitor areas where individuals would reasonably expect privacy (e.g., toilets)

Signage is displayed at all CCTV locations clearly stating:

- That CCTV is in operation
 - The purpose of the system
 - Contact details for further information
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5. Operation of the CCTV System

- Only authorised personnel may access live feeds or recorded footage
- Access is restricted to staff whose role requires it
- Viewing of footage will take place in secure areas
- Access to recordings will be logged where appropriate

Live monitoring will only occur where reasonably necessary.

6. Storage and Retention

- CCTV footage is stored securely in digital format
- Access is password protected
- Footage is retained for a maximum of **31 days** unless required for investigation
- Footage required for evidential purposes may be retained longer and securely archived

At the end of the retention period, data is automatically deleted or securely erased.

7. Use and Disclosure of CCTV Images

Footage may be disclosed:

- To law enforcement agencies
- For insurance or legal claims
- Where required by law

Any disclosure will be recorded.

Images will not be shared publicly except where legally required.

8. Subject Access Requests

Individuals have the right to request access to CCTV footage of themselves.

Requests must:

- Be made in writing
- Include date, time and location of the incident
- Provide sufficient information to identify the individual

The Council may:

- Blur or redact third-party images
- Refuse requests where exemptions apply

Requests should be directed to:

Data Protection Officer
Jane Thomas
Email: jane.thomas@knowsley.gov.uk
Tel: 0151 548 4545

9. Security Measures

The Council ensures:

- Secure storage systems
- Controlled access
- Staff training
- Regular system maintenance

All recordings are protected against unauthorised access, alteration, disclosure or destruction.

10. Complaints

Any concerns regarding CCTV use should be directed to the Data Protection Officer.

Individuals may also complain to:

Information Commissioner's Office (ICO)

www.ico.org.uk

Tel: 0303 123 1113

11. Review

This policy will be reviewed annually or sooner if legislation or operational requirements change.