



Shorne Parish Council

— Borough of Gravesham —

Reviewed 17.01.24

CCTV 03 - SUBJECT ACCESS REQUESTS (GDPR)

The CCTV system in Shorne is purely intended to help deter and reduce crime and anti-social activity in order to provide a safe and secure environment for members of the public, and to prevent the loss or damage to property. The CCTV images may also be used to identify vehicles in breach of traffic control orders.

It is not intended to monitor individual members of the public going about their normal lawful activities. As such, the images recorded shall not be processed or used for any other information gathering or for data management purposes. In any event, CCTV recordings shall normally be automatically deleted after a certain suitable period.

Nevertheless, individuals have the right to request access to see CCTV footage relating to themselves under the provisions of the General Data Protection Regulation (GDPR).

The process for requesting access to see footage relating to themselves (Subject Access Requests) is set out below.

1. Any such requests must be made in writing to the Parish Clerk.
2. Individuals submitting a request for access to a recording will be required to provide 2 forms of identification, such as a copy of a driving licence or passport, and a copy of a recent bank statement or utility bill. This is to protect individuals and to prevent access being granted to unauthorised persons.
3. In addition, individuals submitting a request for access will be required to provide sufficient information to enable the relevant section of recording to be located. This includes the date, specific time and location, plus a description of the individual. In certain circumstances, a recent photograph will be required for identification purposes.
4. No charge shall be made for legitimate subject access requests. However the Council reserves the right to charge an administrative fee or refuse to provide access to the recordings where requests are considered to be manifestly unfounded, excessive, or repetitive.
5. On receipt of the required information, the Council will endeavour to provide access to the footage as soon as is reasonably practical, but in any event not more than 30 days.
6. Please note that if other people are present on the section of recording, it may be necessary for the footage to be processed to blur or obscure their features in order to protect their identity.
7. Applicants will in the first instance be invited to view the relevant section of the recording.
8. If the applicant requires to retain a copy, they should provide a suitable USB flash drive for the purpose.
9. **Please note that the Council cannot guarantee that the individual submitting the request for access will be captured by the camera.**
10. The Council is unable to provide copies of recorded images where this may prejudice the legal rights of individuals during a Police investigation.