



# HASLEMERE TOWN COUNCIL CCTV PRIVACY NOTICE

## **CCTV PRIVACY NOTICE**

### **Haslemere Town Council CCTV Privacy Notice**

Haslemere Town Council operates CCTV at selected Council premises, land and facilities.

#### **Why we use CCTV**

We use CCTV for:

- prevention and detection of crime;
- public safety;
- staff and visitor safety;
- protection of Council premises, land, facilities and assets;
- investigation of incidents, complaints, insurance matters or legal claims.

#### **Who is responsible**

Haslemere Town Council is the data controller for CCTV footage.

Contact: [insert Council contact details]

Data Protection Officer: [insert DPO contact details]

#### **Where CCTV operates**

CCTV is used at the following locations:

- High Street, Haslemere
- Wey Hill, Haslemere
- Hindhead mini roundabouts

Signs are displayed in areas where CCTV is in operation.

#### **What information we collect**

CCTV may capture images of individuals, vehicles and activity in the monitored area.

The Council does not use audio recording, facial recognition, ANPR or biometric analytics unless specifically stated in the Council's CCTV System Register and privacy information.

#### **Lawful basis**

The Council usually processes CCTV footage because it is necessary for a task carried out in the public interest or in the exercise of official authority.

In some cases, footage may also be processed to comply with a legal obligation, protect vital interests, or support legal claims.

## **Who we may share footage with**

We may share CCTV footage with:

- police or law enforcement agencies;
- courts or tribunals;
- insurers;
- legal advisers;
- regulatory bodies;
- individuals requesting footage of themselves, where lawful.

We will only share footage where lawful, necessary and proportionate.

## **How long we keep footage**

Routine CCTV footage is normally kept for no longer than 30 days.

Footage may be kept longer where needed for an investigation, legal proceedings, insurance matter, complaint or other lawful purpose.

## **Your rights**

You may request access to CCTV footage showing you. You will need to provide enough information for us to identify you and locate the footage.

You also have other rights under data protection law, which may include rights to rectification, erasure, restriction or objection, depending on the circumstances.

## **Complaints**

If you are unhappy with how we handle your personal data, please contact the Council first

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

[www.ico.org.uk](http://www.ico.org.uk)