



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

CCTV Privacy Notice

Document control

- **Owner:** Full Council
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

CCTV Privacy Notice

Barrowby Parish Council uses Closed Circuit Television (CCTV) at certain Council premises and assets for the purposes of community safety, site security, protection of Council property, prevention and detection of crime and anti-social behaviour, and investigation of incidents where appropriate.

Who we are

Barrowby Parish Council is the data controller for personal data captured by its CCTV systems.

Contact details:

Clerk to Barrowby Parish Council
Reading Room Church Street Barrowby
Email: Clerk@barrowbyparishcouncil.gov.uk
Telephone: 07710 087124

Why we use CCTV

We use CCTV to:

- help keep Council premises, land and assets safe and secure;
- deter and detect crime, vandalism and anti-social behaviour;
- assist with the investigation of incidents, complaints and damage;
- support the police or other law enforcement agencies where lawful and necessary;
- promote the safety of councillors, staff, contractors, hirers, visitors and members of the public.

Lawful basis for processing

We process CCTV images where this is necessary for the Council's public functions and for legitimate security, safety and incident investigation purposes, in accordance with the UK GDPR and the Data Protection Act 2018. (ico.org.uk)

What we record

CCTV systems may record visual images of individuals entering, leaving or moving around monitored areas. Audio recording is **not** used unless specifically stated.

Where CCTV is in use

CCTV operates at selected Council sites and assets where signage is displayed.

How long recordings are kept

CCTV recordings are normally retained for **28 days** and are then automatically overwritten or securely deleted, unless an image or recording is required for an ongoing investigation, complaint, insurance claim or legal matter, in which case it may be retained for longer where necessary.

Who may see the footage

Access to CCTV images is restricted to authorised persons only.

Images may be disclosed where lawful and necessary, including:

- to the police or other law enforcement agencies;
- to insurers, solicitors or other professional advisers where required in connection with a claim or legal proceedings;
- where disclosure is otherwise required by law.

We do not routinely share CCTV footage publicly.

Your rights

You have rights in relation to your personal data, including the right to request access to personal data in which you can be identified.

If you wish to request CCTV footage of yourself, please contact the Clerk and provide as much information as possible, including:

- the date;
- approximate time;
- location;
- a description of yourself.

We may need to ask for proof of identity and further information to help locate the relevant footage.

Complaints

If you have concerns about the Council's use of CCTV, please contact the Clerk in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO).

