

Borden Parish Council CCTV Policy

Adopted: 16/10/2025

Review due: This policy is reviewed **annually** or when there are legal, technical, or operational changes.

This policy explains how CCTV is operated within Borden Parish to support community safety under Section 31 of the Local Government and Rating Act 1997 (crime prevention), and to comply with data protection law - including the lawful processing of personal data under Article 6(1)(e) UK GDPR.”

1. Purpose

- Prevent and deter crime and anti-social behaviour
- Support community safety
- Protect public property and facilities

2. CCTV Locations and Equipment

There are five CCTV cameras in the parish, as follows:

Location	Camera Type
The Playstool Toilet Block	PTZ
Centenary Gardens	PTZ
Playstool Pavilion	Static
Parish Hall – Building Exterior	PTZ
Parish Hall – Car Park	Static

3. Management and Monitoring

- The CCTV system is monitored and maintained by Swale Borough Council (SBC) under a formal Service Agreement.
- SBC carries out recording, reviews, maintenance, and storage in line with national guidelines and its Code of Practice.
- BPC oversees the system’s purpose and ensures transparency.

4. Recorded Images and Access

- All footage is recorded digitally and kept for 28 days, unless needed for investigations.
- Access to recordings is strictly limited to:
 - SBC operators
 - Police or authorised enforcement agencies
 - BPC Authorised Officers, in specific, approved cases (e.g. reported crime on evidence of crime number)
- Requests for footage must follow a formal process and are only granted for legitimate purposes.

5. Data Protection and Privacy

- The system is operated in accordance with the UK GDPR, Data Protection Act 2018, and Home Office Surveillance Code of Practice.
- SBC and BPC are joint data controllers with responsibilities defined in the Service Agreement between BPC and SBC in accordance with Article 26 UK GDPR
- Signage is displayed at all CCTV sites.
- Personal data will not be used for entertainment or shared with the media.

6. Public Access and Complaints

- Residents with enquiries or complaints regarding the CCTV system can contact the Parish Clerk: clerk@bordenparishcouncil.gov.uk
- Operational queries can be directed to the Swale Borough Council CCTV Control Centre.