

### **Enquiries about the operation of the CCTV**

Requests can be made to a public authority for information under the Freedom of Information Act 2000 relating to surveillance systems, such as the operation of the system, its siting or the cost of using and maintaining it. If such a request is received by the Parish Council, it will consider whether disclosure is appropriate and/or whether an exemption under the Act applies.

Requests under the Freedom of Information Act must be in writing and will receive a written response within 20 working days from the Clerk.

### **Monitoring, compliance, evaluation and review**

The Parish Council is committed to the recommendations of the *Code of Practice for Surveillance Cameras and Personal Information* published by the Information Commissioner.

To exercise any rights, queries or complaints, please in the first instance contact the Clerk to the Parish Council at [parishcouncil@audlempc.co.uk](mailto:parishcouncil@audlempc.co.uk)

For independent advice, data protection compliance concerns or to lodge a formal complaint, contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/global/contact-us/email> or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Parish Council will undertake regular audits to ensure the use of the CCTV continues to be relevant and appropriate in accordance with its stated purpose, location, images recorded, storage length and deletion.

The efficacy of this policy will be reviewed at least annually by the Parish Council and any updates will be placed on this web page and the date below will indicate when this policy was last updated. Any changes are effective when we post the updated policy.

Any major change that would have a significant impact on either the purpose(s) or this policy will take place after discussion by the Parish Council and resolution at a full Council meeting. All agendas are posted on the Parish Council notice board and website at least 3 clear days excluding weekends before Council meetings.

If the Parish Council decides to change the way in which it uses the CCTV, it will provide members of the public with information of the new purpose(s) prior to commencing the processing and setting out the relevant purposes and processing conditions and will inform the Information Commissioner within 28 days.

This CCTV Policy is fully supported by all Members of Audlem Parish Council.

This CCTV Policy was reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 15<sup>th</sup> June 2020

Signed: Steve Boyes (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Original signed copy held on file by the Parish Clerk.