



General Privacy Notice

Policy Overview

This document explains how Great Totham Parish Council handles and processes personal data, what personal data is used for, and individuals' rights concerning that data.

1. What is meant by "personal data"?

Personal data is any information relating to an identified or identifiable living individual, for example a name, photograph, CCTV image, email address, telephone number or other identifying information. Identification can be through direct use of the data or by combining it with other information. The processing of personal data is governed by the UK General Data Protection Regulation, the Data Protection Act 2018 and related legislation.

2. Who is the data controller?

This privacy notice is provided by Great Totham Parish Council, a statutory local authority and registered data controller with the Information Commissioner's Office.

3. Other organisations the Council works with

Great Totham Parish Council works with other organisations and public bodies, including:

- Principal authorities, including district and county councils.
- Government departments.
- Affiliated and professional bodies.
- Not-for-profit organisations.
- Contractors and suppliers.
- Community groups.
- Credit reference agencies where relevant.

Personal data may be shared with such bodies where necessary for them to carry out services or responsibilities connected with the Council's work, or where there is a lawful basis to do so. In some cases, the Council may act as a joint controller with another organisation.

4. What personal data the Council may process

The Council may process some or all of the following personal data where necessary to carry out its functions and activities:

- Names, titles and aliases.
- Photographs and CCTV images.

- Contact details such as email addresses, postal addresses and telephone numbers.
- Information connected with services provided by or to the Council.
- Financial information, including bank details and transaction histories, where goods or services are paid for.
- Special category data where lawfully required and justified.

5. Special category data

The Council may process special category personal data where this is necessary to comply with legal obligations, where it is in the substantial public interest, where consent has been given, or where another lawful condition applies. This type of data is handled with additional safeguards because it requires a higher level of protection.

6. Consent

In limited circumstances, the Council may ask for written consent to process particular personal data or special category data. Where consent is used, full details of the purpose and use of the data will be provided so that an informed decision can be made.

7. Data protection principles

The Council aims to ensure that personal data is:

- Used lawfully, fairly and transparently.
- Collected only for specified, explicit and legitimate purposes.
- Relevant and limited to what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept no longer than necessary.
- Stored securely with appropriate technical and organisational measures to prevent loss, misuse, unauthorised access or disclosure.

8. Purposes for using personal data

The Council may use personal data for some or all of the following purposes:

- To deliver public services and respond to requests.
- To confirm identity where needed in order to provide services.
- To contact individuals through approved channels.
- To evaluate and improve the Council's performance and services.
- To prevent and detect fraud, corruption, crime and anti-social behaviour, and where necessary support law-enforcement functions.
- To carry out statutory functions as a local authority.
- To carry out safeguarding responsibilities.
- To promote and protect the interests, assets and facilities of the Council.
- To maintain accounts, records and governance documents.
- To seek views, opinions and comments.
- To notify individuals of relevant changes to facilities, Council membership and elections.
- To process financial transactions, grants and payments.
- To support statistical analysis, future planning and service provision.

9. CCTV at Jubilee Recreation Ground

Great Totham Parish Council operates CCTV at the **Jubilee Recreation Ground** for the purposes of promoting public safety, protecting Council property and facilities, deterring and detecting crime, anti-social behaviour and vandalism, and assisting with the investigation of incidents where lawful and appropriate.

CCTV images may capture members of the public, council staff, contractors and others using or passing through the area covered by the cameras. Where recorded images can identify an individual, they are personal data and will be processed in accordance with this privacy notice and data-protection law.

The Council's legal basis for processing CCTV images is that the processing is necessary for the performance of a task carried out in the public interest and in the exercise of the Council's official authority, including the management and protection of Council land and facilities and the promotion of community safety.

The Council will ensure that CCTV use remains necessary and proportionate, and that cameras are positioned to avoid excessive or unjustified intrusion into private areas. Clear signage will be displayed at Jubilee Recreation Ground to inform individuals that CCTV is in operation, identify the Council as the operator, and provide contact details for further information.

Access to live or recorded CCTV images will be restricted to authorised persons only, and footage will only be viewed where there is a legitimate reason to do so. CCTV footage may be shared with the police, insurers, legal advisers or other relevant bodies where lawful and necessary, including for the prevention or detection of crime, the investigation of incidents, insurance claims or legal proceedings.

CCTV recordings will be retained for no longer than necessary. As a general rule, footage from Jubilee Recreation Ground will be kept for up to 30 days and then automatically overwritten, unless it is required for an investigation, complaint, insurance matter or legal proceedings, in which case it may be retained for longer for that specific purpose.

Individuals may request access to CCTV footage in which they are identifiable, subject to the rights of others and any applicable legal exemptions. Any such request should be made in writing to the Parish Clerk and should include as much detail as possible, including the date, approximate time and location, to help locate the relevant footage.

10. Legal basis for processing personal data

The Council is a statutory public authority and most personal data is processed because it is necessary to perform tasks carried out in the public interest or in the exercise of official authority vested in the Council. Some processing may also be necessary for compliance with legal obligations, contractual arrangements, or because consent has been given where required.

11. Sharing personal data

The Council may share personal data with third parties where there is a lawful basis to do so and where appropriate safeguards are in place. This may include:

- Approved data processors, controllers and contracted agents.
- Suppliers and contractors providing services on behalf of the Council, such as maintenance contractors or tree surgeons.
- Other local authorities or not-for-profit bodies where partnership working is taking place.
- Police or other law-enforcement agencies where disclosure is lawful and necessary, including in relation to CCTV footage.

Any organisation receiving personal data from the Council is expected to apply appropriate security and confidentiality measures.

12. Data retention

Some records must be kept permanently where this is required by law. Other records are kept for defined periods in accordance with the Council's Data Retention Policy. CCTV footage from Jubilee Recreation Ground will normally be retained for up to 30 days unless needed longer for a specific incident or legal reason.

13. Individuals' rights

Individuals have statutory rights in relation to their personal data, subject to certain exemptions and limitations. These include:

- The right to request access to personal data held by the Council.
- The right to request correction of inaccurate or incomplete data
- The right to request erasure where applicable.
- The right to object to or request restriction of processing in certain circumstances.
- The right to data portability where applicable.
- The right to withdraw consent where processing is based on consent.
- The right to complain to the Information Commissioner's Office.

Where a request relates to CCTV footage, the Council may need additional information to identify the relevant images and may withhold or redact footage where disclosure would adversely affect the rights of others or where a legal exemption applies.

14. Complaints

Complaints about the use of personal data may be made to the Information Commissioner's Office:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF
 Telephone: 0303 123 1113

15. Further processing

If the Council wishes to use personal data for a new purpose not covered by this privacy notice, it will provide a further notice explaining that use before the processing begins and, where necessary, seek consent.

16. Contact details

This policy is overseen by the Parish Clerk. Questions concerning data protection, privacy rights or CCTV at Jubilee Recreation Ground should be directed to:

Nikki Smith, Parish Clerk
29 Seagers
Great Totham
Maldon
Essex
CM9 8PB

Adopted at Council Meeting held on 16 June 2025.

Revised to include CCTV at Jubilee Recreation Ground: 11th May 2026

Review date: June 2027