

**Highworth Town Council**  
**CCTV Policy**

Highworth Town Council has various CCTV cameras located around the Town Centre and within the Council building.

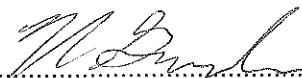
The Data Protection Act 1998: data protection principles

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
  - (a) At least one of the conditions in Schedule 2 is met, and
  - (b) In the case of sensitive personal data, at least one of the conditions in schedule is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this acts.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This is not a full explanation of the principles. For more general information, see our Legal Guidance.

**Written requests**

Information held by Highworth Town Council that is not published under this scheme can be requested in writing or by telephone, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Signed..........Print Name.....N GARDINER.....

Position in Highworth Town Council.....Town Mayor.....

Date.....22/8/17.....

To be reviewed.....2021.....