

Privacy and Data Protection

I Public Concern

- a) Although the majority of the public at large may have become accustomed to 'being watched', those who do express concern do so mainly over matters pertaining to the processing of the information, (or data) i.e. what happens to the material that is obtained.

NB: '**Processing**' means **obtaining, recording or holding** the information or data or **carrying out any operation or set of operations** on the information or data, including;

- i) Organisation, adaptation or alteration of the information or data;
 - ii) Retrieval, consultation or use of the information or data;
 - iii) Disclosure of the information or data by transmission, dissemination or otherwise making available, or
 - iv) Alignment, combination, blocking, erasure or destruction of the information or data.
- b) All personal data obtained by virtue of the Hart District Council CCTV System, shall be processed fairly and lawfully and, in particular, shall only be processed in the exercise of achieving the stated objectives of the system. In processing personal data there will be total respect for everyone's right to respect for his or her private and family life and their home.

II Data Protection Legislation

- a) The Hart District Council CCTV System has been registered under current Data Protection legislation.
- b) All data will be processed in accordance with the principles of the Data Protection Act, 1998 which, in summarised form, includes, but is not limited to;
 - i) All personal data will be obtained and processed fairly and lawfully.
 - ii) Personal data will be held only for the purposes specified.
 - iii) Personal data will be used only for the purposes, and disclosed only to the people, shown within these codes of practice.
 - iv) Only personal data will be held which are adequate, relevant and not excessive in relation to the purpose for which the data are held.
 - v) Steps will be taken to ensure that personal data are accurate and where necessary, kept up to date.
 - vi) Personal data will be held for no longer than is necessary.
 - vii) Individuals will be allowed access to information held about them and, where appropriate, permitted to correct or erase it.
 - viii) Procedures will be implemented to put in place security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of, information.