

Purbeck District Council

CCTV Policy

Introduction

The Protection of Freedoms Act 2012 places a statutory duty on “Relevant Authorities” to have regard to the Surveillance Camera Code of Practice issued in June 2013 by the Secretary of State when operating and using information from surveillance camera systems, including closed circuit television (“CCTV”) in a public place.

Purbeck District Council is a “Relevant authority” for these purposes. So, as the Council operates and uses CCTV in public places it must have regard to the Surveillance Camera Code of Practice. It has therefore adopted the following policy and intends to review the policy and its use of CCTV annually.

CCTV policy

The Council's CCTV policy is as follows:

1. The Council will have regard to the Surveillance Camera Code of Practice when exercising any functions to which the code relates. As a general principle covert surveillance using the CCTV systems will not be undertaken unless it has been authorised in accordance with the Council's policy and procedures relating to the Regulation of Investigatory Powers Act 2000.
2. The Council will have regard to the Information Commissioner's CCTV Code of Practice when exercising any functions to which the code relates.
3. A privacy impact assessment will be undertaken whenever the development or review of a CCTV system is being considered.
4. Where CCTV has been deployed a review of the continuing need for it will be undertaken annually and by not later than 30 September each year.
5. Signs will be prominently displayed in locations where CCTV is deployed to make the public aware they are being monitored by CCTV, who is undertaking the surveillance and the purpose for which the information will be used. A contact point for access to information and complaints will also be included.
6. CCTV equipment will be sited in locations to avoid where practicable, or otherwise minimise, the recording of collateral images and information.

7. The General Manager in whose area a CCTV system is deployed will be responsible for the operation, use and maintenance of the system and for compliance with this policy.
8. The Performance & Information Officer will be responsible for responding to requests for access to images and information and for ensuring disclosure of recorded images and information only takes place when it is necessary for legitimate purposes or for law enforcement. The Performance & Information Officer will maintain a register of all disclosures. On occasion requests may be made outside of normal working hours for CCTV images at the Sports Centre. The Sports Centre Manager will be responsible for dealing with such requests and will inform the Performance & Information Officer the next working day.
9. The Council's Data Protection Officer will provide advice on the circumstances under which disclosure of images and information can be made as required or on a case by case basis.
10. Any breaches in the security or integrity of a surveillance camera system will be reported immediately by the relevant General Manager or custodian to the Senior Information Risk Owner (SIRO).
11. The images and information recorded by a CCTV system will be automatically deleted or overwritten after 30 days.
12. Redundant or irreparable CCTV equipment will be disposed of securely and in accordance with the Council's policy for disposal of IT equipment.
13. Written procedures covering the practical aspects of operating and using each individual surveillance camera system will be produced and agreed by relevant General Managers to ensure compliance with this policy.

Document links:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

This policy was approved by Council at its meeting on 13 October 2015 (minute 114.15/16 refers).