

CCTV CODE OF PRACTICE

CCTV Code of Practice September 2019

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1. INTRODUCTION

Stevenage District Scout Council has installed a CCTV System that covers The Canyon Activity Centre, and in the future is also planned to cover the Poplars HQ.

The aims of the CCTV are:

Deter and assist in the detection of crime and anti-social behaviour.

Reduce the fear of crime and anti-social behaviour.

Improving the safety and security of users, volunteers, staff and visitors to our centres.

Facilitate the prosecution providing evidence of offenders in both crime and public order offences.

Day to day management, co-ordination and overseeing the CCTV System will be undertaken by the appointed CCTV Operations Manager (Deputy District Commissioner (Resources))

This Code of Practice provides a clear statement of the purpose of the CCTV system, gives guidance on the operation and management of the systems IT and provides a method by which the Public can make representations about issues raised in relation to the use and installations of the CCTV.

All recorded material is owned by Stevenage District Scout Council and will be subject to the Data Protection Act 2018.

2. TERMS AND REFERENCES

In this Code of Practice the following expressions shall have the meanings hereby assigned to the:-

'BSIA' means British Security Industry Association.

'CCTV' means Closed- Circuit Television

'CCTV Operations Manager' means the person responsible for the overall management of the CCTV system and to oversee the companies contracted to provide the Monitoring and Maintenance services.

'CCTV Operators' means the persons authorised and responsible for watching, controlling and the recording of pictures produced by the CCTV cameras.

'Data' includes personal Data, and all other processed information which is in the possession of the Data Controller which relates to property; or an individual or group of individuals who can be identified; which are processed by means of CCTV equipment operating automatically to further the objectives

'Data Processor' means a Supplier contracted / authorised by the Data Controller to process the data.

'Data Subject' means an individual making a Data Subject Access Request

'DPA' means the Data Protection Act 2018.

'GDPR' means General Data Protection Regulation (EU) 2016/679

'HRA' means Human Rights Act 1998

'ICO' means Information Commissioner's Office

'PACE' means The Police and Criminal Evidence Act 1984.

'PIA' means Privacy Impact Assessment

'POFA' means the Protection of Freedoms Act

3. THE PURPOSE STATEMENT

'The Code of Practice is to regulate the operation of the CCTV systems operating within Stevenage District Scout Council. It sets out the rules to be observed by its Members, employees, contractors and volunteers'.

4. PRIVACY

Stevenage District Scout Council supports the individual's right of privacy.

Every consideration will be given to the right of the general public to go about their daily business with minimum loss of privacy. Total privacy cannot be guaranteed within CCTV surveillance area; however the cameras will not be used to unduly monitor persons going about their lawful business. It is inevitable that individuals could be caught on camera briefly during general surveillance but persons will only be specifically monitored for any length of time if there is suspicion or knowledge that an offence may have occurred or be about to occur.

The CCTV system will be used for the provision of recordings for evidential purposes to the Police and other bodies having prosecution powers, such as Custom & Excise or the Health & Safety Executive. In some instances the system will be used for the investigation of specific matters of a different type such as solicitors or insurance companies.

5. DATA PROTECTION

Stevenage District Scout Council has an obligation to comply with the requirements of the DPA 2018, the ICO's CCTV Codes of Practice 2017 and the General Data Protection Regulation (GDPR). The CCTV system is registered with the ICO.

The Operations Manager is named as the Single Point of Contact, (SPOC), responsible for compliance and relevant legal obligations.

6. DATA PROTECTION CODE OF PRACTICE FOR SURVEILLANCE CAMERAS

Principle 2 of the Surveillance Code of Practice states that the use of a surveillance camera system must take into account the effect on individuals and their privacy.

7. CHANGES TO THIS CODE

Any major change to this code will only take place after full consultation has been undertaken upon full agreement of the Stevenage District Scout Council Executive Committee.

This Code of Practice and any subsequent amendments will be made available for public examination and is available on the website:-
www.stevenagescouting.org.uk

The Code of Practice will be subject to regular reviews at least annually.

8. PUBLIC INFORMATION

Cameras should not be hidden but should be placed on public view. Signage that CCTV cameras are operating will be placed in and around the surveillance area in locations visible to the general public.

9. RESIDENTIAL PROPERTY

The network will operate in the manner that is sensitive to the privacy of people residing and working in surveillance area. The cameras will only view public areas and not look through windows/doors of private premises.

10. ASSESSMENT OF THE CCTV SYSTEM

The CCTV Operations Manager is responsible for ensuring that the CCTV network is fully functioning and working to the operational requirements. Regular reviews on cameras and faults will be standard and faulty cameras that become beyond economical repair will be replaced.

11. MAINTENANCE OF THE SYSTEM

CCTV Systems covered by this code are maintained to a high standard of operating efficiency using experienced and competent specialist maintenance engineers by means of an appropriate maintenance contract.

No part of the system shall be left inoperative for any reason, other than for the purpose of its maintenance or repair and all such works must be carried out extensively.

Any camera disconnected from the system shall be immediately removed from public view.

The Data Processors will be responsible to the Data Controller / Operations Manager

12. CONTRACTORS

The names and addresses of the services contractor and the CCTV Equipment Maintenance Contractors are as follows:-

CCTV System Equipment Servicing Contractor

Stevenage Computer Services
70 Sefton Rd
Stevenage
Herts
SG1 5RL

13. AIMS AND OBJECTIVES

The aims and objectives of the Code of Practice are:-

- To operate the CCTV System in a manner which respects an individual's right to privacy.
- To set operational standards and criteria that will generate public confidence.
- To strictly control the access of viewed and recorded material and to ensure that all such material is used only for its intended legitimate purpose.
- To set out clearly the management and administration arrangements that governs the operation of the system.
- To improve public safety and enhance the general public's perception of safety
- To improve commercial confidence.
- To assist emergency services.
- To assist the police with the more efficient deployment of resources.
- To assist in supporting civil proceedings that will help detect crime.

14. REPORTING AND EVALUATION

All significant activities, operations, evidence, incidents and faults will be reported to the CCTV Operations Manager.

Personal Data shall be processed fairly and lawfully.

Personal Data shall be accurate and where necessary kept up to date.

Personal Data shall be processed lawfully, fairly and in a transparent manner in relation to individuals in accordance with the data protection principles under Article 5 of the GDPR.

Processing of data will be carried out in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

15. PERMITTED USES OF THE CCTV SYSTEM

Subject to permitted use modifications agreed in accordance with the procedures set out in this Code of Practice, the use of the CCTV system shall be restricted to the following general purposes:-

- To assist the prevention and detection of crime and offences assisting the police
- for the purpose of deterring crime.
- The provision of supplying evidence for the prosecution of criminals
- To assist the identification and compilation of information that can be used to ensure the safety of the general public.

16. COMPLIANCE WITH THE CODE

All CCTV Operators and users of the CCTV systems shall be required to give a formal undertaking that they will comply with this Code of Practice and act in good faith with regard to the basic principles which it embodies.

All CCTV Operators and users shall comply with this requirement by signing a copy of a Code of Practice compliance declaration.

Access to view live images is restricted to volunteers running the centres by locating the live image screens in staff only areas.

17. BREACHES OF THE CODE

Breaches of the Code of Practice will be investigated by a representative of the Stevenage District Scout Council Executive Committee. The findings will be presented to the Executive Committee which shall determine if any disciplinary action warranted and what remedial action/ changes may be required to prevent a recurrence.

18. COMPLAINTS

To obtain recognition this Code of Practice must address the interests of all who may be affected by it.

A complaints procedure allows the public and anyone affected by the operation of the CCTV systems to formally raise any issue which is causing concern.

Complaints or concerns shall initially be made to the CCTV Operations Manager at enquires@stevenagescouting.org.uk

19. RECORDED MATERIAL

Recorded material will be retained for a period of no longer than 60 days and will then be over-written.

All recorded material / images can be identified by their camera number, the date the images were recorded and the start and end times of the sequence of events.

Statutory prosecuting authorities will be permitted to access recorded material where it is necessary for the investigation and detection of a particular offence or offences or for the prevention of crime or where required under the PACE Act 1984.

In the case of any recorded material which is deemed to contain evidential material this will then be put onto a disc and produced as an exhibit to the Statutory Prosecuting Agency

There shall be no public access to recorded material other than in connection with the investigation, prosecution or prevention of crime under the guidance of the Police and PACE Act 1984 criteria.

Any subject access requests made under the provision of the DPA 2018 will be dealt with in accordance with the Act. A copy of the relevant data will be produced and sent out to the individual if all the conditions of the Act are met.

All subject access requests to be dealt with by the CCTV Manager by email.

20. PHOTOGRAPHS, STILL PRINTS AND OTHER INFORMATION.

Still prints shall not be taken as a matter of routine or without justifiable reasons.

Usage of mobile appliances to take photographs of either live or playback incidents captured on the CCTV system shall be strictly forbidden.

Still prints shall be considered recorded material and therefore subject to all restrictions and controls relating to other recorded material detailed in this code.

Any other personal data or information received from statutory prosecuting agencies will be subject to the same guidelines outlined above for all still prints or photographs and shall be subject to the requirements of the DPA 2018.