

CCTV POLICY

1. INTRODUCTION

- 1.1 The Council utilises Closed Circuit Television (“CCTV”) systems in public spaces, covering town centres, neighbourhoods, car parks and Council owned sites across the District.
- 1.2 The current CCTV Policy requires updating to reflect:
- Changes to legislation;
 - Changes to Codes of Practice and Guidance;
 - Updates to roles and responsibilities; and
 - New technologies that are being utilised, or may be utilised by the Council;
- 1.3 The CCTV Policy will be supported by an Operational Procedural Manual and application documentation (which will be published on ForestNet). It is further supported by existing Council policies relating to data protection (as detailed further below) and surveillance.

2. RESPONSIBILITY FOR CCTV

- 2.1 Central corporate responsibility for CCTV sits with the Estates Management & Support Service Manager. The CCTV Policy confirms the scope of this role and provides that this Service Manager will have general oversight of the Council’s use of all CCTV and related equipment.
- 2.2 This has been identified as a requirement to ensure consistent and compliant procurement and use of such equipment is undertaken across the Council.
- 2.3 Support for this responsibility will be provided operationally by employees in CCTV and by –
- Information Governance and Complaints Manager – to provide advice and guidance arising out of data protection issues and requests for information.
 - Legal Services Manager – to provide any legal support and advice arising out of the use of powers under the Regulation of Investigatory Powers Act 2000 (“RIPA”)

3. CONCLUSION

- 3.1 The revised Council’s CCTV Policy meets current guidance and statutory requirements and sets out the necessary arrangements within the Council to ensure that the use of CCTV and related infrastructure is utilised appropriately.

4. FINANCIAL IMPLICATIONS

- 4.1 There are none arising directly out of this report. The Council currently operates a CCTV System, and this report seeks approval of a revised CCTV Policy.

4.2 Should further CCTV cameras be required, or should Services wish to procure other forms of equipment, including deployable cameras or body worn video devices, such costs will need to be considered at that time.

5. CRIME & DISORDER IMPLICATIONS

5.1 The objectives of a CCTV System include, inter alia:

- Helping to reduce the fear of crime;
- Helping to deter crime; and
- Helping to detect crime and provide evidential material for court proceedings.

6. ENVIRONMENTAL IMPLICATIONS

6.1 None directly arising from the report.

7. EQUALITY & DIVERSITY IMPLICATIONS

7.1 The CCTV Policy recognises and emphasises the need for a CCTV System to be operated with respect for all individuals.

8. DATA PROTECTION IMPLICATIONS

8.1 The use of the Council's CCTV system is likely to involve the processing of personal data because it may capture personal information that could identify someone.

8.2 The CCTV Policy outlines that the use of CCTV must be carried out in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. In addition, the policy refers to the Information Commissioner's Office [Guidance on Video Surveillance](#).

8.3 The Council will also comply with the Council's Data Protection Policy, Law Enforcement Policy and Protection Special Category Data Policy when processing personal data obtained through CCTV, including, in particular, requiring Data Protection Impact Assessments to be carried out where appropriate to identify risks to individuals and possible mitigation measures where new CCTV uses are proposed.

9. RECOMMENDATIONS

9.1 That the CCTV Policy as set out in Appendix 1, be approved.

10. PORTFOLIO HOLDER ENDORSEMENT

I have agreed to the recommendation of this report.

Sign: Cllr Geoffrey Blunden

Date: 5 July 2022

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Background Papers:

Current CCTV Policy
Published Documents

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