



**Policy, Finance and
Development
Committee**

24 March 2015

Matter for Decision

Title: Close Circuit Television (CCTV) Policy and Procedure

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1. Introduction

This report is to provide an update to this Committee for adopting the CCTV Policy and Procedure in line with the code of practice set out in the Information Commissioner's Officers (ICO) guide on use of CCTV by Local Authorities. This is a statutory requirement for all Local Authorities.

2. Recommendations

That Committee approves the CCTV Policy and Procedure with delegation to the Community Safety Partnership to make any amendments arising out of changes to the legislation or Government Guidance.

Information

The attached Policy and Procedure has been considered by the Community Safety Partnership who has recommended adopting the ICO Code of practice under the Data Protection Act 1998 covering the use of CCTV.

This Policy and Procedure together with the ICO guidance has also been considered by Service Delivery Committee on 20 January 2014 and their comments included.

The code was first issued in 2000 and has been updated in late 2014 to address the inconsistent standards adopted across different sectors at that time and growing public concern caused by the increasing use of CCTV and other types of surveillance cameras.

The ICO has developed this code following extensive consultation and is designed to help all those who use surveillance cameras to collect personal data to stay within the law.

The code provides good practice advice for those involved in operating CCTV and other surveillance cameras devices that view or record individuals, and covers other information that relates to individuals, for example vehicle registration marks captured by Automatic Number Plate Recognition (ANPR) equipment.

The code also sets out the ICO recommendations on how the legal requirements of the DPA can be met whilst reflecting the wider regulatory environment.

When using or intending to use surveillance systems, organisations also need to consider their obligations in relation to the Freedom of Information Act 2001 (FOIA), the Protection of Freedoms Act 2012 (POFA), the Human Rights Act 1998 (HRA) and the Surveillance Camera Code of Practice issued under POFA

The full guidance document is available on request at the Council offices.

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Financial (PL)	There are no financial implications other than to ensure any funds received to implement this policy from external partners are recorded and reported under appropriate budgets for transparency.
Risk (APM)	CR3 - Political dynamics national and local CR6 - Regulatory Governance CR7 – Business continuity
Equalities (KG)	An EIA has been completed and noted
Legal (KG)	ICO commissioner's code will need adhering to and that legal advice should be sought if there is any doubt when collating evidence for any purpose.