

Combined Surveillance/CCTV/Image recording technologies Policy

Cabinet	14 December 2023
Report Author	Eden Geddes, Enforcement & Multi-agency Task Force Manager
Portfolio Holder	Cllr Keen, Cabinet Member for Neighbourhoods
Status	For Decision
Classification:	Unrestricted
Key Decision	Yes
Reasons for Key	Significant effect on communities
Previously considered by:	Overview and Scrutiny Panel on 21 November 2023
Ward:	All

Executive Summary:

The purpose of this report is to recommend that Cabinet agrees to the adoption of the Combined Surveillance/CCTV/Image recording technologies Policy which is intended to combine and regulate the council's operation of digital image recording systems across all areas of the council.

Recommendation(s):

Cabinet is being asked to agree:

1. The adoption of Combined Surveillance/CCTV/Image recording technologies Policy.
2. To delegate any operational revisions of the policy to the Head of Neighbourhoods.

Corporate Implications

Financial and Value for Money:

The implementation of the policy will not have an additional financial impact as budgets are already in place across the relevant areas of the council

Legal:

The use of council-owned CCTV systems in the UK is governed by several different laws and regulations. These include:

- Data Protection Act 2018: This law sets out rules for how personal data (such as images of people captured on CCTV) can be collected, processed, and stored. Councils must comply with the principles of the Act when using their CCTV systems.
- Human Rights Act 1998: This law guarantees the right to privacy and the protection of personal data. Councils must balance the need for CCTV surveillance with the privacy rights of individuals.

- Regulation of Investigatory Powers Act 2000: This law regulates the use of surveillance by public authorities, including councils. CCTV systems must be used for a legitimate purpose, such as preventing crime or protecting public safety.
- CCTV Code of Practice: This code, issued by the CCTV commissioner, provides detailed guidance on the use of CCTV systems. Councils must comply with the code's requirements, which cover issues such as signage, image quality, and access to footage.
- Overall, councils must ensure that their CCTV systems are used in a lawful, transparent, and proportionate manner. They must also inform the public about the use of CCTV in their area and provide a way for individuals to access their personal data if it is captured on CCTV.

Risk Management:

CCTV (closed-circuit television) risk management refers to the processes and strategies implemented to identify, assess, and mitigate risks associated with CCTV systems. It involves evaluating potential threats, vulnerabilities, and consequences, and developing measures to minimise or eliminate them.

The purpose of the policy is to mitigate risk by consolidating CCTV operations, data retention, release and disposal of gathered data.

Corporate

The recommendations support The Council's Core Business Objectives in areas of

- Priority one: To keep our district safe and clean
- Priority three: To protect our environment
- Priority four: To create a thriving place
- Priority five: To work efficiently for you

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty: -

- To foster good relations between people who share a protected characteristic and people who do not share it.
- An equality impact assessment has been completed with no risks arising.

- The policy is grounded by relevant equality duties and therefore does not discriminate against those with protected characteristics.

This will be kept under review.

Corporate Priorities

This report relates to the following corporate priorities: -

- Priority one: To keep our district safe and clean
- Priority three: To protect our environment
- Priority four: To create a thriving place
- Priority five: To work efficiently for you

1.0 Introduction and Background

1.1 The purpose of this report relates to the construction of a single policy covering the council's use of image recording systems (CCTV) and to provide clear guidance to departments utilising "systems" relating to any form of data captured at a minimum of 24 frames per second which is the minimum speed needed to capture video while still maintaining realistic motion.

The policy is broken down into 4 parts

- Public Space Surveillance Systems (PSS)
- Static CCTV Systems SCS
- In Cab/Car technology systems (CTS)
- Body worn recording systems (BWV)

Currently there are a number of separate policies relating to the different types of recording systems in place. Regulations governing the use of CCTV are robust when applied to public bodies therefore the adoption of a single overarching policy

2.0 The current situation

Current policies require updating and whilst valid may not reflect the changes within legislation and government guidance in what is a fast paced technological environment.

2.2 The development of a Combined Surveillance/CCTV/Image recording technologies Policy provides clear guidance to any department currently using these types of technologies around use, management (system and data) and provides a series of minimum standards that will apply across the council.

3.0 Options

- 3.1 To approve the adoption of the policy.
- 3.2 To approve the delegation of future operational revisions of the policy to the Head of Neighbourhoods.
- 3.3 To amend the recommendations and then approve them.
- 3.4 To reject the proposed policy and recommendations.

Contact Officer: Eden Geddes (Enforcement & Multi Agency Task Force Manager)

Reporting to: Penny Button (Head of Neighbourhoods)

Annex List

Annex 1 - [DRAFT November 2023 Combined CCTV/ Image recording technologies Policy](#)

Annex 2 - [Equality Impact Assessment Combined CCTV policy](#)

Background Papers

[SCC_Councillors_Guide_-_February_2016.pdf](#)

Corporate Consultation

Finance: [Greg Dungan \(Finance Manager\)](#)

Legal: [Sameera Khan \(Interim Head of Legal & Monitoring Officer\)](#)