



**Corporate Policy &
Resources Committee**

**Thursday, 19 September
2019**

Subject: CCTV Code of Practice

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| Report by: | Executive Director for Economic and Commercial Growth |
| Contact Officer: | Grant White Enterprising Communities Manager grant.white@west-lindsey.gov.uk |
| Purpose / Summary: | Introduce updated CCTV Code of Practice |

RECOMMENDATION(S):

- 1. Approve updated CCTV Code of Practice**
- 2. Delegated authority be granted to the Executive Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources committee and Chairman of JSCC**

IMPLICATIONS

Legal:

- General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- British Standards: BS7958 and BS7858
- Procedures and Investigations Act 1996
- Regulation of Investigatory Powers Act 2000
- Surveillance Camera Commissioner's CCTV Code of Practice

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/58/20

There are no financial implications arising from this report.

(N.B.) All committee reports MUST have a Fin Ref

Staffing : HR090-7-19

All CCTV staff shall receive a training update on the CCTV Code of Practice. This includes explaining to staff that disciplinary action may be taken for any breached of the CCTV Code of Practice.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications :

Climate Related Risks and Opportunities :

Section 17 Crime and Disorder Considerations :

Health Implications:

Title and Location of any Background Papers used in the preparation of this report:

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

X

No

1. Background

- 1.1 To meet legal requirements and national British Standards the Council must maintain an effective Code of Practice for the operation of public space CCTV systems. The Code of Practice must ensure quality controls, transparency and accountability measures are in place and followed at all times.
- 1.2 The Code of Practice governs the daily operations of the CCTV Service and provides set policies and procedures that all staff, partners and other agencies must follow.
- 1.3 The Code of Practice is already in use and this report introduced an updated version (Version 1.3). In this new version the following items have been changed:
 - References to the Data Protection Act have been updated to reflect the new General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Pages: 5, 10, 12, 26, 27, 32

2. Risks

- 2.1 Having an up to date CCTV Code of Practice is essential to provide sufficient and effective quality control, transparency and accountability. In addition the Council completes Data Protection Impact Assessments on a regular basis for the operation of public space CCTV.

The risks of not having an effective CCTV Code of Practice in place include:

- Failure to meet legislative requirements
- Failure to meet British Standards for CCTV
- Failure to comply with the Surveillance Camera Commissioner's Code of Practice
- Breach of media, data and secure information by staff or partners
- Collapse or dismissal of criminal proceedings as a result of inadequate Code
- Reputational risk and damage of a service not meeting standards
- Reputational risk of being publicly highlighted as not complying with standards
- Reputational risk with partners, Police, businesses and customers

3. Code of Practice – Version 1.3

- 3.1 The new Code of Practice Version 1.3 has been written to fully comply with all legislative requirements and national standards

Copy of Code of Practice Version 1.3 attached as **APPENDIX 1**.

- 3.2 Summaries of the British Standards this Code of Practice meets are attached as **APPENDIX 2** and **APPENDIX 3**.

4. Financial Implications

- 4.1 There are no financial implications of adopting this new Code of Practice. All functions will be met within existing service operations and budgets.

5. Implementation Plan

- 5.1 Upon adoption the Code of Practice Version 1.3 will apply immediately. All staff, partners and Police will be updated and provided a copy of the Code of Practice.
- 5.2 For the purposes of clarification in the Code of Practice the following roles are currently being performed by designated officers:

The Manager – Communities Manager

The Supervisor – Communities Manager

Responsible Officer (DPO) – Data Protection Officer

- 5.4 A copy of the new Code of Practice will be published on the Council's website.
- 5.5 Confirmation of the new Code of Practice will be communicated to Members using the most appropriate method.
- 5.6 The new Code of Practice may be submitted to the Surveillance Camera Commissioner as part of the Third Party Certification Scheme.
- 5.7 The new Code of Practice shall be submitted to the Joint Staff Consultative Committee to approval.

6. Recommendations

- 6.1 Approve updated CCTV Code of Practice
- 6.2 Delegated authority be granted to the Executive Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources committee and Chairman of JSCC