



BRACKNELL
TOWN COUNCIL

CCTV Policy

Bracknell Town Council CCTV Policy
December 2016 (Review date December 2019)

Closed Circuit Television (CCTV) has been introduced at various locations managed by Bracknell Town Council. This section allows you to find out more about the system and the responsibilities that are required in using such a system.

Background

The Bracknell Town Council CCTV System currently consists of:

- Fixed Public Space CCTV cameras
- Four mobile public space cameras
- Fixed internal security cameras at council premises

The system is not routinely monitored but is accessed as and when the need arises. The system operates in accordance with a Code of Practice that complies with current legislation including the Human Rights and Data Protection Act. Bracknell Town Council does not conduct covert surveillance.

Unless required as part of a criminal investigation, all images are retained for a maximum of 31 days before being overwritten. Access to images and equipment is strictly controlled, with images only shared with the Police and other law enforcement agencies.

Aims and Objectives

- To deter crime
- To assist in the detection of crime
- To reduce the fear of crime
- To improve public protection
- To improve the safety and security of residents, visitors and the business community who use the facilities within the areas covered
- To facilitate the apprehension and prosecution of offenders in both criminal and public order offences
- To discourage anti-social behaviour including alcohol and drug related issues
- To deter vandalism
- To assist the Council in monitoring and managing its assets and areas of responsibility
- To enhance the environment and thereby improve the enjoyment of the Council's facilities by all who use them.
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C.C.T.V. - Introduction and Objectives

1.1 Introduction

A Closed Circuit Television (CCTV) system, hereafter referred to as the 'System' has been introduced at various locations managed by Bracknell Town Council. The fixed cameras are on or adjacent to Bracknell Town Council owned buildings situated in public open spaces. The four mobile cameras are deployed at 'hot spots' as the need arises.

This Code has been endorsed and approved by the Council Committee of Bracknell Town Council and defines the purposes and principles of the operation of the system.

For the purposes of this Code the 'Owner' is Bracknell Town Council.

For the purposes of this Code, the 'System Manager' is the Recreation Facilities Manager at Bracknell Town Council.

For the purposes of the Data Protection Act, the 'Data Controller' is Bracknell Town Council.

The CCTV system has been notified to the Information Commissioner.

1.2 Statement in respect of The Human Rights Act 1998

1.2.1 Bracknell Town Council recognises that public authorities and those organisations carrying out public service functions have to observe the obligations imposed by the Human Rights Act 1998. Bracknell Town

Council considers that the use of CCTV in various locations within the land they manage is a necessary, proportionate and suitable tool to help reduce crime, reduce the fear of crime and improve public safety.

1.2.2 This assessment is evidenced by an 'operational requirement' document. Section 163 of the Criminal Justice and Public Order Act 1994 creates the power for local authorities to provide closed circuit television coverage of any land within its area for the purposes of crime prevention or victim welfare. CCTV also fulfils its duty under the Crime and Disorder Act 1998.

1.2.3 It is recognised that operation of the CCTV System may be considered to infringe on the privacy of individuals. The Council recognises its responsibility to ensure that the scheme should always comply with all relevant legislation, to ensure its legality and legitimacy. The scheme will only be used as part of the response to identified problems and be used only in the interests of national security, public safety, the economic wellbeing of the area, for the prevention and detection of crime or disorder, for the protection of health and morals, or for the protection of the rights and freedoms of others.

1.2.4 The Code and observance of the procedures contained in the Operational Procedures shall ensure that evidence is gathered, retained and made available as required to ensure there is absolute respect for everyone's right to a fair trial.

1.2.5 The CCTV System shall be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and avoiding discrimination on grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

1.3 Objectives of the System

1.3.1 The objectives of the CCTV System are shown below and form the lawful basis for the processing of data:-

- To deter crime
- To assist in the detection of crime
- To reduce the fear of crime
- To improve public protection
- To improve the safety and security of residents, visitors and the business community who use the facilities within the areas covered
- To facilitate the apprehension and prosecution of offenders in both criminal and public order offences.
- To discourage anti-social behaviour including alcohol and drug related issues
- To deter vandalism
- To assist the Council in monitoring and managing its assets and areas of responsibility
- To enhance the environment and thereby improve the enjoyment of the council's facilities by all who use them

C.C.T.V. - Statement and Principles

Section 2 Statement of Principles

2.1 Purpose

The purpose of the Code is to state the intention of Bracknell Town Council to support the objectives of the System.

2.2 General Principles of Operation

2.2.1 The system will be operated in accordance with all the requirements and the principles of the Human Rights Act 1998.

2.2.2 The system will be operated in accordance with the Data Protection Act 1998 at all times.

2.2.3 The system will be operated fairly, within the law, and only for the purposes for which it was established and which are identified within the Code, or which are subsequently agreed in accordance with the requirements of the Code.

2.2.4 The system will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and their home.

2.2.5 The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.

2.2.6 Throughout the Code it is intended, as far as reasonably possible, to balance the objectives of the system with the need to safeguard the individual's rights. Every effort has been made to indicate that a formal structure has been put in place, including a complaints procedure, by which it can be identified that the system is not only accountable, but is seen to be accountable.

2.2.7 Participation in the system by any organisation, individual or authority assumes an agreement by all such participants to comply fully with this Code and to be accountable under the Code.

2.3 Copyright

2.3.1 Copyright and ownership of all material recorded by the System will remain with the Data Controller.

2.4 Cameras and Area Coverage

2.4.1 The areas covered by CCTV to which the Code refers are the various public areas managed by Bracknell Town Council.

2.4.2 From time to time transportable or mobile cameras may be temporarily sited within the area. The use of such cameras, and the data produced by their use, will always accord with the objectives of the System and be governed by the Code.

2.4.3 The majority of the fixed location cameras offer full colour images. Some cameras offer pan tilt and zoom (PTZ) capability. Some of the cameras may automatically switch to monochrome in low light conditions.

2.4.4 None of the cameras forming part of the system will be installed in a covert manner. Some cameras may be enclosed within 'all weather domes' for aesthetic or operational reasons but the presence of all cameras will be identified by appropriate signs in accordance with the Information Commissioner's Code of Practice for CCTV systems.

2.5 Monitoring and Recording Facilities

2.5.1 The CCTV is not routinely monitored. Monitoring will only take place in exceptional circumstances by authorised staff. The CCTV equipment for the fixed cameras can record all cameras simultaneously at each site throughout every 24 hour period. Each site has an independent system. The four mobile cameras record independently of each other.

2.5.2 CCTV operators are able to produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with the Code of Practice. All viewing and recording equipment shall only be operated by trained and authorised users.

2.6 Human Resources

2.6.1 Unauthorised persons will not have access to the CCTV without an authorised member of staff being present.

2.6.3 All operators shall be made aware of their responsibilities in relation to the requirements of the Human Rights Act 1998, Data Protection Act 1998, Regulation of Investigatory Powers Act 2000 and the Codes of Practice and Procedures. Further training will be provided as necessary.

2.7 Processing and Handling of Recorded Material

2.7.1 All recorded material, whether recorded digitally, in analogue format or as a hard copy video print, will be processed and handled strictly in accordance with this Code of Practice and the Operational Procedures.

2.8 Operators Instructions

2.8.1 Technical instructions on the use of equipment in the monitoring room are contained in a separate manual provided by the equipment suppliers.

2.9 Changes to the Code or the Procedural Manual

2.9.1 Any major changes to either the Code or the Operational Procedures, (i.e. such as will have a significant impact upon the Code or upon the operation of the system) will take place only after consultation with the Council committee.

2.9.2 Minor change, (i.e. such as may be required for clarification and which will not have such a significant impact) will be agreed between Recreation Facilities Manager and the Town Clerk.