



AGENDA ITEM: 9

SUMMARY

Report for:	Cabinet
Date of meeting:	9 th February 2016
Part:	1
If Part II, reason:	

Title of report:	Dacorum Borough Council CCTV Code of Practice
Contact:	Councillor Neil Harden, Portfolio Holder for Resident and Corporate Services Author/Responsible Officer Jim Guiton Community Control Centre/CCTV Team Leader, Julie Still, Group Manager Resident Services David Austin, Assistant Director Neighbourhood Delivery
Purpose of report:	To inform the Cabinet of the proposed Dacorum Borough Council Code of Practice which sets out the principles that should apply to all surveillance camera systems in public places to meet the mandatory requirement pursuant to Section 30 (1) (a) of the Protection of Freedoms Act 2012 and to seek approval for the codes implementation.
Recommendations	That Cabinet approve the CCTV Code of Practice for implementation
Corporate Objectives:	Clean and Safe Environment Dacorum Delivers
Implications:	<u>Financial</u> Within existing budgets <u>Value for Money</u>
'Value For Money Implications'	N/A
Risk Implications	The intention of this report is to comply with legislation and therefore avoid the risk of non-compliance.
Community Impact	Community Impact Assessment carried out

Assessment	as an integral part of the Code of Practice
Health And Safety Implications	None
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>No further comments to add to the report.</p> <p>Deputy S.151 Officer</p> <p>There are no direct financial impacts of this decision. All costs for the provision of CCTV can be met from within existing budgets.</p>
Consultees:	<p>James Deane, Corporate Director, Finance & Operations</p> <p>Dave Austin, Assistant Director, Neighbourhood Delivery</p> <p>Legal services</p> <p>Environmental Health</p> <p>Housing</p>
Background papers:	<p>Surveillance Camera Commissioners Code of Practice.</p> <p>Information Commissioners CCTV Code of Practice.</p>
Glossary of acronyms and any other abbreviations used in this report:	CCTV – Closed Circuit Television

Background

1. The Protection of Freedoms Act 2012 brought with it the first specific legislation relating to the use of CCTV systems by Public Bodies. The Bill introduces a mandatory code of practice for surveillance camera systems and a new regulator the Surveillance Camera Commissioner.
2. The Surveillance Camera Commissioners code of practice sets out 12 guiding principles which strike a balance between protecting the public and upholding civil liberties.
3. The 12 Guiding Principals are:-
 - i. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
 - ii. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

- iii. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
 - iv. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
 - v. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
 - vi. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
 - vii. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
 - viii. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
 - ix. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
 - x. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
 - xi. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
 - xii. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.
4. To assist the Council in complying with the above guiding principles it is recommended that we publish our own Code of Practice – see appendix 1.
 5. This code will help to demonstrate a robust operating environment with the additional benefit of reassurance to the public that Dacorum Borough Council's CCTV system is operated responsibly and effectively, and the likelihood of any breach of individual privacy is greatly reduced.

