



Report to Cabinet

Subject CCTV System Policy

Date 14 December 2006

Author Head of Legal and Democratic

1. **Purpose of the Report**

To approve the policy for CCTV.

2. **Background**

The Council previously maintained an ad hoc CCTV System in the Arnot Hill Park and the Leisure Centres. With the introduction of the new CCTV System in June 2006 covering Arnold and the further expansion of the System later in the year to Netherfield, Carlton and Mapperley it is considered necessary to regularise the management of the System so as to comply with Data Protection Act guidelines.

The guidance issued suggests that an Authority maintain a policy with which the Council can operate which should be publicly available as a publication or on the website. Attached at **Appendix 1** is the proposed CCTV Policy for approval.

3. **Resource Implications**

None.

4. **Recommendations**

That Cabinet approve the CCTV Policy.

Proposed Policy for CCTV System

1. Introduction

1.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Gedling Borough Council, hereafter referred to as 'the Council'.

1.2 The system comprises a number of fixed and dome cameras located around the Borough.

1.3 This Policy follows Data Protection Act guidelines.

1.4 The Policy will be subject to review bi-annually to include consultation as appropriate with interested parties.

1.5 The CCTV system is owned by the Council.

2. Objectives of the CCTV scheme

- 2.1
- (a) To protect the Borough
 - (b) To increase personal safety and reduce the fear of crime
 - (c) To support the Police in a bid to deter and detect crime
 - (d) To assist in identifying, apprehending and prosecuting offenders
 - (e) To protect members of the public and private property
 - (f) To assist in managing the Borough

3. Statement of intent

3.1 The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.

3.2 The Council will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

3.3 Cameras will be used to monitor activities within the Borough and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the Borough.

3.4.1 Staff have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained using the Council's forms for Directed Surveillance to take place, as set out in the Regulation of Investigatory Powers Act 2000.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Tapes will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Tapes will never be released to the media for purposes of entertainment.

3.6 The planning and design of the system has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

3.7 Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Borough CCTV.

4. Operation of the system

4.1 The Scheme will be administered and managed by [to be agreed], in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of [to be agreed] during the day and the [to be agreed] out of hours and at weekends.

4.3 The Control Room will only be staffed by Remploy Management Services.

4.4 The CCTV system will be operated 24 hours each day, every day of the year.

4.5 The CCTV system will be operated in accordance with the Code of Practice.

This document was produced in November 2006 and is due to be reviewed November 2006