

Dover District Council CCTV Policy

1. Aim

The aim of this policy is to state Dover District Council's approach to the use of the local authority operated closed circuit television system in the district.

2. Scope

This policy covers the area of CCTV operation.

3. Authorisations

In accordance with the Council's constitution, the Community Safety, CCTV and Parking Manager has a duty to appoint officers with suitable qualifications, experience and level of competency to operate the CCTV system or to ensure that appropriate officers are trained to the required level to undertake this role.

Authority to exercise executive functions in relation to CCTV has been delegated to the Community Safety, CCTV and Parking Manager as detailed in the Council's Constitution.

4. General Principles

By operating a CCTV system, Dover District Council aims to:

- Ensure that the Dover district is a safe place to live, work and visit;
- Help Kent Police to detect and prevent crime;
- Reduce the fear of crime by making people feel safer; and
- Encourage people to report crime and anti-social behaviour.

When carrying out CCTV related activity it is important that the Council works within the statutory framework set out and that it follows best practice and procedure.

In particular, the Council is committed to acting in a fair and consistent manner and has adopted this policy as part of this commitment. When exercising its functions, the Council will act in such a way which is:

- transparent;
- accountable;
- proportionate; and
- consistent.

Relevant advice/guidance and legislation underpinning this strategy includes:

- Dover District Councils Overarching enforcement strategy
- Surveillance Camera Code of Practice 2013
- Dover District Council's CCTV Code of Practice

- Dover District Council's CCTV Operations Manual
- Criminal Justice and Public Order Act 1994
- Human Rights Act 1998
- Police and Criminal Evidence Act 1984
- Criminal Procedures and Investigations Act 1996
- Regulation of Investigatory Powers Act 2000
- Data Protection Act 1998
- Freedom of Information Act 2000
- The Protection of Freedoms Act 2012

5. Interventions and Enforcement

DDC considers that the use of CCTV in the district of Dover is a necessary, proportionate and suitable tool to help reduce crime and the fear of crime and to improve public safety.

It is recognised that operation of the DDC CCTV System may be considered an infringement of the privacy of individuals. DDC recognises that it is their responsibility to ensure that the scheme should always comply with all relevant legislation in order to ensure its legality and legitimacy in a democratic society. The scheme will only be used as a proportional response to identified problems. It will only be used in the interests of national security, public safety, the economic well being of the area, the prevention and detection of crime or disorder, the protection of health and morals, or for the protection of the rights and freedoms of others.

The DDC CCTV System will be operated with respect for all individuals, recognising the individual right to be free from inhuman or degrading treatment and avoiding any form of discrimination on the basis of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

The operation of the System will also recognise the need for formal authorisation of any covert 'directed surveillance' or crime-trend 'hotspot' surveillance, as required by the Regulation of Investigatory Powers Act 2000 and Police Policy.

This policy is intended, as far as reasonably possible, to balance the objectives of the CCTV System with the need to safeguard the rights of the individual. DDC operates a complaints procedure that helps ensure the system is not only accountable, but is seen to be accountable.

Copyright and ownership of all material recorded by virtue of the system will remain with the Councils' data controller. Once an image or images has/have been disclosed to a partner such as the Police, then they become the Data Controller for the copy of that image(s). It is then the responsibility of that partner to comply with the Data Protection Act in relation to any further disclosures.

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 appropriate signs will identify the presence of all cameras.

Locations of all cameras within the system have been published on the Dover District Council website at www.dover.gov.uk

The CCTV equipment installed in the control room has the capability of recording all cameras simultaneously throughout every 24-hour period. No equipment, other than that housed within the Control Room, shall be used for recording images from any camera for evidential purposes.

No unauthorised persons will have access to the Control Room without an authorised member of staff being present. Operators, who are specially selected and trained, will staff the Control Room. All operators will receive relevant training and be licensed by the SIA. Further training will be identified and provided as necessary.

6. Policy monitoring

To ensure compliance with this policy, the enforcement activities of the CCTV Service will be monitored regularly by the Community Safety, CCTV and Parking Manager and are subjected to a regular audit process.

This policy will be reviewed annually by the Community Safety, CCTV and Parking Manager.

7. Training and Development

Appropriate resources will be made available for training officers to enable them to successfully carry out their duties within this policy

8. Equality impact assessment

This Policy falls within the Overarching Enforcement Strategy Equality Impact Assessment