



**Watchet**  
Town Council



# **Watchet Town CCTV Code of Practice**

CCTV Control Room  
c/o The Police Station  
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Minehead  
Somerset  
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Tel: 01823 363521

**Revised – August 2014**

**Code of Practice**  
in respect of the operation of  
**The Watchet Town CCTV System**

Agreed by  
West Somerset Council  
Watchet Town Council  
Avon & Somerset Constabulary

**Certificate of Agreement**

The content of this Code of Practice is hereby approved in respect of the Watchet Town Closed Circuit Television System and as far as is reasonably practicable, will be complied with by all those involved in the management and operation of the system.

Signed on behalf of:      **West Somerset Council / Taunton Deane Borough Council**

Signature ..... *SWA* .....      Date ..... *29/1/15* .....

Name:      **Scott Weetch**      Position      **Community Safety Officer**

Signed on behalf of:      **Watchet Town Council**

Signature ..... *Sarah Reed* .....      Date ..... *11/12/14* .....

Name:      **Sarah Reed**      Position      **Town Clerk**

Signed on behalf of:      **Avon & Somerset Constabulary**

Signature ..... *Andrew Whysall* .....      Date ..... *11/12/14* .....

Name:      **Andrew Whysall**      Position      **SSN Supervisory**

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## **Executive Summary**

- 1. Introduction and Objectives:** **Pages 5 - 6**  
*Outlines the type of system in operation, the systems objectives and some of the definitions used. It includes a Human Rights Partnership statement and makes mention of the Operational Procedural Guide.*
- 2. Statement of Purpose and Principles:** **Pages 6 - 8**  
*Outlines under what principles the system will be operated, Human Rights Act & RIPA etc. It explains copyright, camera coverage, how and where monitoring will take place how recorded material will be handled and processed and deals with how changes can take place to the Procedural Manual.*
- 3. Privacy & Data Protection:** **Page 8 - 10**  
*This section deals with Public concerns and the Data Protection legislation. It outlines how data can be accessed and exemptions to the provision of information. It outlines the National Standards for release of information to a 3<sup>rd</sup> party. Charges for non Data Subject Access Requests.*
- 4. Accountability & Public Information:** **Pages 10 - 11**  
*Explains how public access can be made to the control room, the role of the system coordinator, where the Codes of Practice can be found. It also deals with the signage.*
- 5. Assessment of the System and Code of Practice:** **Pages 11 - 12**  
*This section deals with how the system will be evaluated, the audit, the role of the Coordinator in monitoring the system and the recruitment of staff.*
- 6. Human Resources:** **Pages 12**  
*This section deals with the staffing of the control room, discipline and Declaration of Confidentiality.*
- 7. Control & Operation of Cameras:** **Pages 13 - 14**

*This section details the guiding principles under which the cameras will be operated. It deals with primary control and the mechanism needed for the police to assume control of the system. It also outlines how the system will be maintained.*

<b>8. Security Arrangements:</b>	<b>Pages</b>	<b>14</b>
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# In respect of the Operation of the Watchet Town CCTV System

## Acknowledgements

This Code of Practice has been based on *The CCTV User Group Model Code of Practice* which in turn was compiled using elements of *good practice* across the country and existing guidance notes including '*A Watching Brief*' published by the Local Government Information Unit in March 1996, the Information Commissioners CCTV Code of Practice based on the Data Protection Act 1998, and other recent legislation that affects the use of CCTV.

## 1. Introduction and Objectives

### 1.1 Introduction

A Public Space Closed Circuit Television (CCTV) System is in operation in Watchet. This System, known as the Watchet Town CCTV System, comprises a number of cameras installed at strategic locations. Cameras located in the town centre and the sea front areas are fully operational with pan, tilt and zoom facilities and images captured are recorded digitally. The system is operated from a control room within the Minehead Police Station

The Watchet Town CCTV System comprises of a partnership between the West Somerset Council, Watchet Town Council and the Avon & Somerset Constabulary who all certify their acceptance of the requirements of this code, by way of a signature at the front of this document.

Watchet Town Council and West Somerset Council have both registered their use of CCTV with the Information Commissioner.

### 1.2 Definitions

**Data Controller** means West Somerset Council, Watchet Town Council and the Avon & Somerset Constabulary

**Owner** means West Somerset Council

**System Manager** means West Somerset Council

Details of key personnel, their responsibilities and contact points are shown at appendix 1 to this Code.

### 1.3 Partnership statement in respect of The Human Rights Act 1998

The partnership recognises that public authorities and those organisations carrying out the functions of a public service nature are required to observe the obligations imposed by the Human Rights Act 1998. The partnership considers that the use of CCTV in Watchet is a necessary, proportionate and suitable tool to help reduce crime, reduce the fear of crime and improve public safety.

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 their area for the purposes of crime prevention or victim welfare. The Local Authorities and Police also consider it a necessary initiative towards their duty under the Crime and Disorder Act 1998.

The Watchet Town 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 any ground 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. Further the System shall be operated in such a way as to avoid infringement of individual privacy.

The partnership recognises that it is their 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 a proportional response to identified problems and be used only in so far as it is necessary in a democratic society, in the interests of national security, public safety, the economic well being 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.

The Codes of Practice and observance of the Operational Procedural Manual shall ensure that evidence is secured, retained and made available as required so that there is absolute respect for everyone's right to a free trial.

#### **1.4 Objectives of the System**

The objectives of the Watchet Town CCTV System as determined by the Data Controller and which form the lawful basis for the processing of data are the:-

- Prevention and detection of crime
- Apprehension and prosecution of offenders
- Protection of public safety
- Improvement of the quality of life for the residents of Watchet and its visitors
- Reduction of the fear of crime

Within this broad outline, the Data Controller may draw up specific key objectives (which will be reviewed annually) based on local concerns.

#### **1.5 Operational Procedural Manual**

This Code of Practice (hereafter referred to as 'the Code') is supplemented by a separate 'Operational Procedural Manual' which offers instructions on all aspects of the day to day operation of the System. To ensure the purpose and principles (see Section 2) of the CCTV System are realised, the Operational Procedural Manual is based and expands upon the contents of this Code of Practice.

This Operational Procedural Manual is a restricted document and access to its contents will be by permission from the CCTV Coordinator.

## **2. Statement of Purpose and Principles**

### **2.1 Purpose**

The purpose of this document is to state how the owners and the managers, on behalf of the partnership as a whole intend to use the Watchet Town CCTV System, (hereafter referred to as 'The System') to meet the objectives and principles outlined in Section 1.

### **2.2 General Principles of Operation**

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

The operation of the System will also recognise the need for formal authorisation of surveillance as required by the Regulation of Investigatory Powers Act 2000, in particular Part 2 of the Act, and the police force policy.

The System will be operated in accordance with the Data Protection Act 1998 at all times. The System will be operated fairly, within the law, and only for the purposes

for which it was established and are identified within this Code, or which are subsequently agreed in accordance with this Code of Practice.

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.

The public interest in the operation of the System will be safeguarded by ensuring the security and integrity of operational procedures.

Throughout this Code of Practice it is intended, as far as reasonably possible, to balance the objectives of the CCTV System with the need to safeguard the individual's rights. Every effort has been made throughout the Code 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.

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 of Practice.

### **2.3 Copyright**

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

### **2.4 Cameras and Area Coverage**

The areas covered by CCTV to which this Code of Practice refers are the public areas within the responsibility of the operating partners and cover various areas within Watchet. From time to time transportable or mobile cameras may be temporarily sited exclusively within the area of West Somerset. The use of such cameras, and the data produced by virtue of their use, will always accord with the objectives of the CCTV System and be governed by this Code of Practice and any procedures ancillary to it. All of the cameras offer full colour, pan tilt and zoom capability, some of which may automatically switch to monochrome in low light conditions.

None of the cameras forming part of the System will be installed in a covert manner. Some of the cameras are enclosed within 'All weather domes' for aesthetic or operational reasons but appropriate signs will identify the presence of all cameras. Details of the location of all fixed cameras are attached at Appendix 2 to these codes.

### **2.5 Monitoring and Recording Facilities**

The CCTV monitoring room is located in Minehead and is staffed on a part time basis. The CCTV equipment records all cameras simultaneously throughout every 24 hour period.

CCTV operators are able to monitor images from selected cameras in real-time, 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**

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

The monitoring room shall be staffed by specially selected and trained operators in accordance with the strategy contained within the procedural manual.

All operators shall receive training relevant to their role in the requirements of the Human Rights Act 1998, Data Protection Act 1998, Regulation of Investigatory Powers Act 2000, Protection of Freedoms Act 2012, the Codes of Practice and the operational Procedural Manual. Training will be ongoing and provided as necessary.

## **2.7 Processing and Handling of Recorded Material**

All recorded material will be processed and handled strictly in accordance with this Code of Practice and the Operational Procedural Manual.

## **2.8 Operators Instructions**

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

Additionally, specific operational procedures to be adopted by the CCTV operators at Minehead are contained within the accompanying, Operational Procedural Manual.

## **2.9 Changes to the Code or the Procedural Manual**

Any major changes to either the Code of Practice or the Operational Procedural Manual, will take place only after consultation with, and upon the agreement of the Partnership.

A minor change, (i.e. such as may be required for clarification and will not have such a significant impact) may be agreed between the System Manager and the Owners of the System.

# **3. Privacy and Data Protection**

## **3.1 Public Concern**

Although the majority of the public at large may have become accustomed to 'being watched', those who do express concern do so mainly over matters pertaining to the processing of the information, (or data) i.e. what happens to the material that is obtained and recorded.

All personal data obtained by virtue of The System, shall be processed fairly and lawfully and, in particular, shall only be processed in the exercise of achieving the stated objectives of the System. In processing personal data a persons right to respect for his or her private and family life and their home will be respected.

The processing, storage and security of the data will be strictly in accordance with the requirements of the Data Protection Act 1998 and additional locally agreed procedures.

Cameras will not be used to look into private residential property, unless pursuing a suspect and this is considered to be in the interests of the private residents. Where the equipment permits it 'Privacy zones' will be programmed into the System as required in order to ensure that the interior of any private residential property, within range of the System, is not surveyed by the cameras. If such 'zones' cannot be programmed the operators will be specifically trained in privacy issues.

## **3.2 Data Protection Legislation**

The operation of The System has been notified to the Office of the Information Commissioner in accordance with current Data Protection legislation.

The 'data controller' for The System is Watchet Town Council, West Somerset Council and the Avon and Somerset Constabulary and day to day responsibility for the data will be devolved to the CCTV Coordinator.

All data will be processed in accordance with the principles of the Data Protection Act, 1998 which are in summarised form:

- All personal data will be processed fairly and lawfully.
- Personal data will be obtained only for the purposes specified.
- Personal data held will be adequate, relevant and not excessive in relation to the purpose for which the data is processed.
- Steps will be taken to ensure that personal data is accurate and where necessary, kept up to date.

- Personal data will be held for no longer than is necessary. Individuals will be allowed access to personal data, in accordance with individual's rights
- Procedures will be implemented to ensure security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of, information.
- Information shall not be transferred outside the European Economic Area unless the rights of individuals are protected.

### **3.3 Request for information (subject access)**

Any request from an individual for the disclosure of personal data which he / she believes is recorded by virtue of the System will be directed in the first instance to the Coordinator.

The principles of the Data Protection Act 1998 shall be followed in respect of every request.

If the request cannot be fulfilled without identifying another individual, permission from that individual must be obtained unless it is reasonable in all the circumstances to comply with the request without the consent of that individual.

Any person making a request must be able to satisfactorily prove their identity and provide sufficient information to enable the data to be located.

### **3.4 National standard for the release of data to a third party**

Every request for the release of personal data generated by this CCTV System will be channeled through the Coordinator. The Coordinator will ensure the principles contained within Appendix B of the Operational Procedural Manual are followed at all times.

In complying with the national standard for the release of data to third parties, it is intended, as far as reasonably practicable, to safeguard the individual's rights to privacy and to give effect to the following principles:

- Recorded material shall be processed lawfully and fairly, and used only for the purposes defined in this Code of Practice;
- Access to recorded material will only take place in accordance with the standards outlined in Appendix B of the Operational Procedural Manual;

Members of the police service or other agency having a statutory authority to investigate and / or prosecute offences may, subject to compliance with appendix B release details of recorded information to the media only in an effort to identify alleged offenders or potential witnesses. Under such circumstances, full details will be recorded in accordance with the Operational Procedural Manual.

If material is to be shown to witnesses, including police officers, for the purpose of obtaining identification evidence, it must be shown in accordance with Appendix B of the Operational Procedural Manual.

It may be beneficial to make use of 'real' video footage for the training and education of those involved in the operation and management of CCTV Systems, and for those involved in the investigation, prevention and detection of crime. Any material recorded by virtue of this CCTV System will only be used for such bona fide training and education purposes.

### **3.5 Exemptions to the Provision of Information**

In considering a request made under the provisions of Section 7 of the Data Protection Act 1998, reference may also be made to Section 29 of the Act which includes, but is not limited to, the following:

Personal data processed for any of the following purposes -

- the prevention or detection of crime

- the apprehension or prosecution of offenders

is exempt from the subject access provisions in any case to the extent to which the application of those provisions to the data would be likely to prejudice the matters referred to above.

### **3.6 Charges for data supplied which are not Data Subject Access Requests**

Image recordings can be required by other agencies to assist adjudication on extraneous matters relevant to a judicial process where relevant CCTV footage is available, e.g. Criminal Injuries Compensation Authority (CICA), the Youth Justice Boards for reports and Courts for sentencing in non-contested cases. Requests are also made by motor insurance companies, attempting to ascertain blame or otherwise in the case of road traffic accidents.

This type of request will not be subject to the same rules and the £10 charge made in cases for the Data Subject Access Request applications and appropriate fees to charge for such searches and supply will be agreed by the system partners in order to recoup some of the operating costs associated with the system. The Coordinator and System Manager will always approve the release of material for any of these purposes.

Any and all requests for image recordings made by a member of any UK Police Force will not be charged.

Non data subject requests will be charged at £40.00 (which will include administrative costs and the first hour spent reviewing recordings) plus £20 per hour (or part thereof) for additional work. There will be an additional charge of £5.00 per DVD supplied. VAT will be chargeable as applicable.

## **4. Accountability and Public Information**

### **4.1 The Public**

For reasons of security and confidentiality, access to the CCTV monitoring room is restricted in accordance with this Code of Practice. However, in the interest of openness and accountability, anyone wishing to visit the room may be permitted to do so, subject to the approval of, and after making prior arrangements with, the Coordinator. A record of such visitors will be maintained (as per Section 8.2)

A member of the public wishing to register a complaint with regard to any aspect of The System may do so by contacting the Coordinators office. All complaints shall be dealt with in accordance with the West Somerset Council, Watchet Town Council and Avon and Somerset Constabulary complaints procedure (as appropriate), a copy of which may be obtained from each respective organisations premises. Any performance issues identified will be considered under the relevant organisations disciplinary procedures to which all employees or volunteers, including CCTV personnel are subject.

### **4.2 System Coordinator**

The nominated Coordinator named at appendix 1 will have day-to-day responsibility for the System as a whole.

The Coordinator will provide routine reports on the operation of the System to designated representatives of the Watchet Town CCTV Partnership.

Formal consultation will take place between the Partnership with regard to all aspects, including this Code of Practice and the Operational Procedural Manual.

The Coordinator will ensure that every complaint is acknowledged within ten working days, which will include advice to the complainant of the enquiry procedure to be undertaken. A record of all complaints will be kept and routinely reported to the Partnership.

Complaints against the CCTV Coordinator should be made directly to the West Somerset Council.

Statistical and other relevant information, including any complaints made, will be included in the Coordinators quarterly report to the Partnership members.

### **4.3 Public Information**

#### **Code of Practice**

A copy of this Code of Practice shall be published on the West Somerset Council and Watchet Town Council web sites, and a copy will be made available to anyone on request. Additional copies will be lodged at public libraries, Minehead and Williton Police Stations, Watchet Town Hall and Council Information Points.

#### **Signs**

Signs will be placed in the locality of the cameras and at main entrance points to the relevant areas. The signs will indicate:

- 1) The presence of CCTV monitoring;
- 2) The 'ownership' of the System;
- 3) Contact telephone number for the System.

## **5. Assessment of the System and Code of Practice**

### **5.1 Evaluation**

The System will, periodically, be independently evaluated to establish whether the purposes of the System are being complied with and whether objectives are being achieved. The format of the evaluation shall comply with that laid down by current Good Practice and be based on assessment of The Inputs, The Outputs, The Process and the Impact of the scheme covering the following:

- An assessment of the impact upon crime: This assessment shall include not only the immediate area covered by the cameras but the wider town area, the Police Divisional and regional areas and national trends.
- An assessment of the incidents monitored by the System
- An assessment of the impact on town centre business
- A comparison with the neighbouring areas without CCTV
- The views and opinions of the public
- The operation of the Code of Practice
- Whether the purposes for which the System was established are still relevant
- Cost effectiveness

The results of the evaluation will be published and will be used to review and develop any alterations to the specified purpose and objectives of the scheme as well as the functioning, management and operation of the System.

It is intended that evaluations of the system should take place at least every five years. The evaluation will be carried out by a suitably qualified independent person/company, appointed by the Partnership.

### **5.2 Monitoring**

The Coordinator will accept day-to-day responsibility for the monitoring and operation of the System and the implementation of this Code of Practice.

The Coordinator shall also be responsible for maintaining full management information as to the incidents dealt with by the monitoring room, for use in the management of the System and in future evaluations.

The Coordinator will also be responsible for the training of properly vetted volunteer staff.

### **5.3 Audit**

There will be regular audits of the operation of the System and the compliance with this Code of Practice. Audits, which may be in the form of irregular spot checks, will include examination of the monitoring room records, recorded DVD histories and the content of recorded material. The audit will be carried out by a suitably qualified independent person/company, appointed by the Partnership.

## **6. Human Resources**

### **6.1 Staffing of the Monitoring Room**

The CCTV Monitoring Room will be staffed in accordance with the Operation Procedural Manual. Authorised personnel who will have been properly trained in its use and all monitoring room procedures will only operate equipment associated with The System. Volunteers engaged under the Volunteers in Policing scheme will be used to staff the Control Room. All volunteers will be fully vetted by the Police and trained in the use of the system by the CCTV Coordinator. The responsibility of managing the Volunteers will remain with the designated Police Sergeant at Minehead Police Station. Every person involved in the management and operation of the System will be personally issued with a copy of both the Code of Practice and the Procedural Manual. They will be required to sign confirming that they fully understand their obligations to adhere to these documents and that any breach is likely to be considered a disciplinary offence. They will be fully conversant with the contents of both documents, which may be updated from time to time, and with which he / she will be expected to comply. Arrangements may be made for a police liaison officer to be present in the monitoring room at certain times, or indeed at all times, subject to locally agreed protocols. Any such person must also be conversant and comply with this Code of Practice and associated Operational Procedural Manual. All personnel involved with the System shall receive training from time to time in respect of all legislation appropriate to their role.

### **6.2 Discipline**

Every individual with any responsibility under the terms of this Code of Practice and who has any involvement with The System to which they refer, will be subject to the Employing Authority's disciplinary code. Any breach of this Code of Practice or of any aspect of confidentiality will be dealt with in accordance with the relevant disciplinary procedure.

The Coordinator will accept primary responsibility for ensuring there is no breach of security and that the Code of Practice is complied with. He/she has day-to-day responsibility for the management of the room and for ensuring compliance with the Code of Practice and Operational Procedural Manual.

### **6.3 Declaration of Confidentiality**

Every individual with any responsibility under the terms of this Code of Practice and who has any involvement with The System to which they refer, will be required to sign a declaration of confidentiality. (See example at appendix 4, see also Section 8 concerning access to the monitoring room by others).

## **7. Control and Operation of Cameras**

### **7.1 Guiding Principles**

Any person operating the cameras will act with utmost probity at all times.

The cameras, control equipment, recording and reviewing equipment shall at all times only be operated by persons who have been trained in their use and the legislative implications of their use.

Every use of the cameras will accord with the purposes and key objectives of the System and shall be in compliance with this Code of Practice and Operational Procedural Manual.

Cameras will not be used to look into private residential property, unless pursuing a suspect and this is considered to be in the interests of the public.

Camera operators will be mindful of exercising prejudices, which may lead to complaints of the System being used for purposes other than those for which it is intended. The operators may be required to justify their interest in, or recording of, any particular individual, group of individuals or property at any time by virtue of the audit of the System or by the System Manager.

### **7.2 Primary Control**

Only those trained and authorised members of staff with responsibility for using the CCTV equipment will have access to the operating controls, with those operators having primacy of control at all times.

### **7.3 Operation of the System by the Police**

Under certain circumstances the Police may make a request to assume direction of The System to which this Code of Practice applies. Only requests made on the authority of a police officer of Inspector rank or above will be considered. Any such request will only be accommodated on the personal written authority of the most senior representative of the Owners, or designated deputy of equal standing.

In the event of such a request being permitted, the monitoring room will continue to be staffed, and equipment operated by, only those personnel who are authorised to do so, and who fall within the terms of Sections 6 and 7 of this Code, who will then operate under the direction of the police officer designated in the written authority.

In extreme circumstances a request may be made for the Police to take total control of The System in its entirety, including the staffing of the monitoring room and personal control of all associated equipment, to the exclusion of all representatives of the Owners. Any such request must be made to The Coordinator in the first instance, who will consult personally with the most senior officer of The Owners (or designated deputy). A request for total exclusive control must be made in writing by a police officer and be in accordance with an agreed RIPA protocol between the police and the West Somerset Council as the nominal owners of the equipment.

### **7.4 Maintenance of the System**

To ensure compliance with the Information Commissioners Code of Practice and that images recorded continue to be of appropriate evidential quality The Watchet Town CCTV System shall be maintained in accordance with the requirements of the maintenance agreement.

The maintenance agreement will make provision for regular/ periodic service checks on the equipment which will include cleaning of any all weather domes or housings, checks on the functioning of the equipment, and any minor adjustments that need to be made to the equipment settings to maintain picture quality.

The maintenance will also include regular periodic overhaul of all the equipment and replacement of equipment which is reaching the end of its serviceable life. The maintenance agreement will also provide for 'emergency' attendance by a specialist CCTV engineer on site to rectify any loss or severe degradation of image or camera control.

The maintenance agreement will define the maximum periods of time permitted for attendance by the engineer and for rectification of the problem depending upon the severity of the event and the operational requirements of that element of the System. It is the responsibility of the System Manager to ensure appropriate records are maintained in respect of the functioning of the cameras and the response of the maintenance organisation.

## **8. Security Arrangements of Monitoring Room**

### **8.1 Security Arrangements**

All persons engaged, either paid or voluntarily, in the control room will have been fully vetted and be cleared to the satisfaction of the police requirements to be allowed unsupervised access to the police station.

The monitoring room will have a physical means of security and authorised personnel only will be granted access.

Only trained and authorised personnel will operate any of the equipment located within the CCTV monitoring room, (or equipment associated with the CCTV System).

### **8.2 Public access and visits**

Public access to the monitoring and recording facility will be controlled at the discretion of the Coordinator, and will be restricted to times when the control room is staffed so that visitors can be supervised by the Coordinator at all times. Any such visits will be conducted and recorded in accordance with the Procedural Manual.

Visits by auditors do not fall into the scope of the above paragraph and may take place at any time, without prior warning. No more than two auditors will visit at any one time. Auditors will not influence the operation of any part of the System during their visit.

The visit will be suspended in the event of it being operationally inconvenient. Any such visit should be recorded in the same way as that described above.

### **8.3 Declaration of Confidentiality**

All visitors to the CCTV monitoring room, including auditors, will be required to sign the visitors book and a declaration of confidentiality.

Details of the Declaration can be found at appendix 3.

Staff who regularly access the Control Room will sign a separate statement of this declaration of confidentiality which will be kept on file.

## **9. Management of Recorded Material**

### **9.1 Guiding Principles**

For the purposes of this Code 'recorded material' means any material recorded by, or as the result of, technical equipment which forms part of The System, but specifically includes images recorded digitally, or DVD or by way of video copying, including video prints.

Every DVD or digital recording obtained by using The System has the potential of containing material that may need to be admitted in evidence at some point during its life span.

Members of the community must have total confidence that information recorded about their ordinary every day activities by virtue of The System, will be treated with due regard to their individual right to respect for their private and family life. It is therefore of the utmost importance that irrespective of the means or format (e.g. paper copy, DVD, digital tape, CD, or any form of electronic processing and storage) of the images obtained from the System, they are treated strictly in accordance with this Code of Practice and the Operational Procedural Manual from the moment they are received in the monitoring room until final destruction. Every movement and usage will be meticulously recorded.

Access to and the use of recorded material will be strictly for the purposes defined in this Code of Practice only.

Recorded material will not be copied, sold, otherwise released or used for commercial purposes or for the provision of entertainment or otherwise made available for any use incompatible with this Code of Practice.

Section 3 of the Operational Procedural Manual (page 8 (Viewing and Disclosures of CCTV images) provides more information relating to the processes to be adopted for the Watchet CCTV system.

## **9.2 DVD's - Provision & Quality**

To ensure the quality of the discs, and that recorded information will meet the criteria outlined by current Home Office guidelines, the only DVD's to be used with the System are those which have been specifically provided in accordance with the Operational Procedural Manual.

## **9.3 DVD – Retention**

Recorded DVD's will be retained for no longer than is necessary and will be handed over into the possession of the requesting party as soon as is practicable.

DVDs, having been used, will not be re-used and will be destroyed with due regard to confidentiality.

## **9.4 Recording Policy**

Subject to the equipment functioning correctly, images from every camera will be recorded throughout every 24-hour period, onto a computer hard drive. The number of images will be such that the time between successive frames once played back in time lapse mode shall not exceed 12.5 seconds.

Images from selected cameras will be recorded in real time at the discretion of the CCTV operators or as directed by the System Manager.

## **9.5 Evidential DVDs**

In the event of a DVD being required for evidential purposes the procedures outlined in the Operational Procedural Manual will be strictly complied with.

# **10. Video Prints**

A video print is a hard copy of an image or images which already exist on DVD / computer disc. Such prints fall within the definition of 'data'.

Video prints will not be taken as a matter of routine. Each time a print is made it must be capable of justification by the originator who will be responsible for recording the full circumstances under which the print is taken in accordance with the Operational Procedural Manual.

Video prints contain data and will therefore only be released under the terms of, 'Release of data to third parties' (Operational Procedural Manual). If prints are

released to the media, (in compliance with Operational Procedural Manual), in an effort to identify alleged offenders or potential witnesses, full details will be recorded in accordance with this document.

A record will be maintained of all video print productions in accordance with the Operational Procedural Manual. The recorded details will include: a sequential number, the date, time and location of the incident, date and time of the production of the print and the identity of the person requesting the print, (if relevant) and the purpose for which the print was taken.

The records of the video prints taken will be subject to audit in common with all other records in the System.

# **Appendix 1**

## **Key Personnel and Responsibilities**

### **System Owners**

The Watchet Town CCTV System is owned by the West Somerset Council. The funding of the System is the responsibility of the West Somerset Council, Watchet Town Council and the Avon & Somerset Constabulary.

The post holder for the CCTV Coordinators role is the West Somerset Council.

### **Watchet Town Council** Tel: 01984 633344

The Council Chambers,  
Swain Street,  
Watchet,  
Somerset,  
TA23 0AB

#### **Responsibilities:**

- The payment of an annual grant to West Somerset Council to support the revenue costs of providing and running the system.
- Registration of the system with the Office of the Information Commissioners
- Work in partnership with regards to any proposed alterations and additions to the System, this Code of Practice and / or the Operational Procedural Manual.

### **West Somerset Council** Tel: 01643 703704

West Somerset House,  
Killick Way,  
Williton

#### **Responsibilities:**

- The employment of the part time CCTV coordinator
- All maintenance, repair and other costs associated with the system
- Ensuring appropriate public liability insurance is in place
- Nominal ownership of the equipment
- Registration of the system with the Office of the Information Commissioners
- Responding, on behalf of the partnership, to any requests received under the Freedom of Information Act relating to the system
- Work in partnership with regards to any proposed alterations and additions to the System, this Code of Practice and / or the Operational Procedural Manual.

### **Avon & Somerset Constabulary** Tel: 101

The Police Station,  
Townsend Road,  
Minehead

#### **Responsibilities:**

- Provide accommodation and utilities for the CCTV control room.
- Provide administrative support to the system, namely the provision of DVD's.
- Work in partnership with regards to any proposed alterations and additions to the System, this Code of Practice and / or the Operational Procedural Manual.
- The engagement and management of Volunteers in Policing to monitor the live CCTV images and to perform other duties within the control room.
- Any future costs associated with moving the CCTV control room to a new location.
- Allow access to the CCTV office for operators / auditors and visitors

## **Operational Management**

**The Coordinator** Tel: 01823 363521

The CCTV Office,  
The Police Station,  
Townsend Road,  
Minehead, Somerset.  
TA24 5RJ

### **Responsibilities:**

- The Coordinator is the 'manager' of the Watchet Town CCTV System
- He has delegated authority for day-to-day management on behalf of the 'data controller'.
- To maintain day-to-day management of the System and Volunteers;
- To accept overall responsibility for the System and for ensuring that this Code of Practice, Operational Procedures Manual and Health & Safety Regulations are complied with;
- To maintain direct liaison with the owners of the System and operating partners.
- To promote the recruitment of, train, and organize the rota of Police Volunteer staff.
- Produce periodical outcome reports for the Data Controllers.

## **Appendix 2**

### **Location and Ownership of Cameras**

<b>No</b>	<b>Location</b>	<b>Owner*</b>
1.	Old Quay West Radio building	WSC
2.	The Esplanade	WSC
3.	The Esplanade with Swain Street	WSC
4.	The Post Office, Swain Street	WSC
5.	The Co-operative Store, Swain Street	WSC
6.	Swain Street with Harbour Road	WSC
7.	Harbour Road with Swain Street	WSC
8.	Marina Office, Harbour Road	WSC
9.	Goviers Lane (South)	WSC
10.	Goviers lane (North)	WSC
11.	Memorial Ground	WSC

\* This column denotes the Authority responsible for the maintenance costs of each camera.

## **Appendix 3**

### **Example of Restricted Access Notice to Control Room**

**WARNING RESTRICTED ACCESS AREA**

Everyone, regardless of status, entering this area is required to complete an entry in the Visitors book. Visitors are advised to note the following confidentiality clause and entry is conditional on acceptance of that clause:

**Confidentiality Clause:**

**'In signing this visitors book I, a visitor to the CCTV System Control room, acknowledge that the precise location of the CCTV monitoring room and personal details of those operating the System are confidential and must remain so. I further agree not to divulge any information obtained, overheard or seen during my visit.'**

**Appendix 4**

**Declaration of Confidentiality: The Minehead & Watchet Town CCTV Systems**

I, ....., am employed by / a volunteer with (delete as required) West Somerset Council / Avon & Somerset Constabulary to undertake monitoring of the Minehead and Watchet Town CCTV Systems. I have received a copy of the Code of Practice and the Operational Procedural Manual in respect of the operation and management of that CCTV System. I hereby declare that:

I am fully conversant with the content of that Code of Practice and the Operational Procedural Manual and understand that all duties which I undertake in connection with the Minehead and Watchet Town CCTV Systems must not contravene any part of the current Code of Practice, the Operational Procedural Manual, or any future amendments of which I am made aware. If now, or in the future, I am or become unclear of any aspect of the operation of the System or the content of The Code of Practice or the Operational Procedural Manual, I undertake to seek clarification of any such uncertainties. I understand that it is a condition of my employment that I do not disclose or divulge to any individual, firm, company, authority, agency or other organisation, any information which I may have acquired in the course of, or for the purposes of, my position in connection with the Minehead and Watchet Town CCTV Systems, verbally, in writing or by any other media, now or in the future, (including such time as I may no longer be retained in connection with the CCTV System), except as permitted by this Code of Practice and the Operational Procedural Manual. In appending my signature to this declaration, I agree to abide by the Code of Practice and the Operational Procedural Manual at all times. I also understand and agree to maintain confidentiality in respect of all information gained during the course of my duties, whether received verbally, in writing or any other media format - now or in the future.

Signed: .....

Print Name:.....

Witness: .....Position: .....

Dated this .....day of ..... (month) 20.....