



South Essex Parking Partnership

Home Office Surveillance Camera Code of
Practice

12 Guiding Principles

1. Introduction

- 1.1 This document sets out Chelmsford City Council's response and clarification of compliance and conformity to the Home Office Surveillance Camera Code of Practice.

The document is our main referral document and Chelmsford City Council endeavours to comply and conform to all guidance within the document but specifically, in this case, refer to the 'Twelve Guiding Principles'.

2. The 'Twelve Guiding Principles'

- 2.1 ***Use of a surveillance camera system must always be for a specified purpose which is in the pursuit of a legitimate aim and necessary to meet an identified pressing need.***

See 'Policy and Operational Guidelines' – Section 1.2
See 'Your questions answered' – Questions 1 and 2

- 2.2 ***The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure it remains justified.***

See 'Policy and Operational Guidelines' – Sections 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.2 and 3.4
See 'Your questions answered' – Questions 3, 4, 5 and 6

- 2.3 ***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 or complaints.***

See 'Policy and Operational Guidelines' – Section 3.5
See 'Your questions answered' – Question 7
See 'Privacy Impact Assessment' – Ref 7.3
See 'Press release and website information'

- 2.4 ***There must be a clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.***

See 'Privacy Impact Assessment' – Ref 1.1, 1.2, 3.1, 3.5 and 3.8

- 2.5 ***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.***

See 'Policy and Operational Guidelines'
Full training accompanied by user manuals to be provided by Reveal Media

- 2.6 ***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.***

See 'Policy and Operational Guidelines' – Section 3.7
See 'Your questions answered' – Question 6
See 'Privacy Impact Assessment' – Ref 7.1

- 2.7 ***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.***

See 'Policy and Operational Guidelines' – Section 3.7
See 'Privacy Impact Assessment' – Ref 3.1, 3.5 and 3.8

- 2.8 ***Surveillance camera operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to maintain those standards***

As part of the contract with Reveal Media, Chelmsford City Council is eligible for all upgrades and improvements to software and hardware provided.

Chelmsford City Council will be pro-active in keeping abreast with industry advancements and changes and make required adoptions accordingly.

Chelmsford City Council will be looking to industry standard awards in the hope to obtain these.

- 2.9 ***Surveillance camera system images and information should be subject to appropriate security measures against unauthorised access and use***

See 'Policy and Operational Guidelines' – Section 3.7
See 'Privacy Impact Assessment' – Ref 3.1, 3.5 and 3.8

- 2.10 ***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.***

The asset manager will be responsible and accountable for the systems usage and this will be monitored and audited by the Enforcement Operations Manager and the Enforcement Team Leaders.

The cameras will be listed as an asset under the Health & Safety Personal Protective equipment list and the users will be referred to a disclaimer covering their responsibilities of all correct equipment usage. This will be extended to cover body cameras and the users will have to ensure that they will comply with the Policy and Operational Guidelines and any other training or guidance documents provided.

Further guidance notes can also be entered into the CEO manual.

- 2.11 ***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 evidential value***

See 'Policy and Operational Guidelines'
See 'Your questions answered'
See 'Privacy Impact Assessment'
See 'Press release and website information'

Chelmsford City Council did research on the best suppliers within the industry and feel that we have selected the best and most efficient system on the market. We will also be undertaking training by Reveal Media and using their extensive knowledge and experience on how to ensure we maintain the most effective system possible.

- 2.12 ***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.***

The current 'Incident at work' form will be updated to include details of any footage captured by the body camera. These reports are logged and numbered internally and this number can be tagged onto the footage within the system software.