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Distribution

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Sedgemoor DC CCTV – Administration Check List

Ensuring effective administration

Establishing a clear basis for the handling of any personal information is essential and the handling of images relating to individuals is no different. It is important to establish who has responsibility for the control of the images, for example, deciding what is to be recorded, how the images should be used and to whom they may be disclosed. The body which makes these decisions is called the data controller and is legally responsible for compliance with the Data Protection Act (DPA).

Where more than one organisation is involved, each should know its responsibilities and obligations. If both make decisions about the purposes and operation of the scheme, then both are responsible under the DPA. This may be the case.

<p>Who has responsibility for control of the images and making decisions on how these can be used?</p>	<p>The data controller is the CCTV manager. The responsibility is with that person at the point of recording and whilst the images are contained within the CCTV control room.</p> <p>If the images are seized for use in an investigation or as a Subject access request, then responsibility of the images is transferred to that person.</p> <p>ICO Guidance states:</p> <ul style="list-style-type: none"> • An organisation may need to disclose CCTV images for legal reasons - for example, crime detection. Once they have given the images to another organisation, then that organisation must adhere to the Data Protection Act in their handling of the images.
<p>Has the body (or have the bodies) responsible notified the Information Commissioner's Office (ICO) that they are the data controller? Does the notification cover the purposes for which the images are used, the disclosures that are made and other relevant details?</p>	<p>Yes, the ICO number for Sedgemoor district council is Z5968381. Taunton Deane reference number is Z7128461. South Somerset District Council registration number is Z7228012.</p> <p>The specific purpose is registered at Purpose 8, crime prevention and prosecution of offenders.</p>

<p>If someone outside your organisation provides you with any processing services, for example editing the images, is a written contract in place with clearly defined responsibilities</p>	<p>Until recently we have not needed to use this service. However, we have called on the police to provide a service for us, and we do have an overarching Tier 1 agreement in place.</p>
<p>Have you identified a clearly defined and specific purposes for the use of images, and have these been communicated to those who operate the system.</p>	<p>We have a comprehensive code of practice on the use of the Sedgemoor District Council CCTV system. These practices are reviewed yearly in accordance with the ICO COP. This document is available on our website or electronically if requested. There is also a new Protection of freedoms act COP which Sedgemoor District Council complies with</p>
<p>Are there clearly documented procedures, based on the COP for how the images should be handled in practice. This could include guidance on disclosures and how to keep a record of these. Have these been given to appropriate people</p>	<p>Presently the only 2 organisations who have access to the CCTV images are CCTV staff and trained Avon and Somerset Constabulary personnel.</p> <p>As of February 2015, Sedgemoor District Council has signed up to an agreement with Avon and Somerset Constabulary to allow remote access to recorded CCTV data. This is in line with a Tier 1 information sharing protocol, backed up with a specific Tier 2 agreement.</p> <p>This agreement will effectively allow Police officers and trained (Authorised) civilian staff to investigate allegations using CCTV from the police station rather than come into the offices of SDC.</p>
<p>Has responsibility for ensuring that procedures are followed been allocated to an appropriate named individual? They should make sure the system complies with the council COP and the ICO code and with legal obligations such as an individual's right of access.</p>	<p>The responsibility has been allocated to the CCTV supervisor. He will ensure that all parts of the code are adhered to and an audit trail is conducted when CCTV footage is viewed and/or copied.</p> <p>All requests under FOIA and DPA are dealt with by the CCTV manager who may delegate the investigative role to a colleague if required.</p> <p>Regular audits of the system have been requested to show how, when, why and by whom CCTV data has been accessed. I suggest a monthly audit for investigations conducted by officers in the police station, and weekly audits when conducted in the</p>

	CCTV suite
Are proactive checks or audits carried out on a regular basis to ensure that procedures are being complied with? This can be done either by you as the system operator or a third party.	<p>Weekly checks are conducted and recorded. If there are any omissions then notes are left for the investigating officer to rectify the issues.</p> <p>We are externally audited every 2 years.</p>
The system should be reviewed regularly to ascertain whether the use of CCTV continues to be justified. We have to renew our notification yearly, so this would be an appropriate time to consider the on-going use of CCTV.	<p>The ICO registration is renewed annually. As we are a local authority it is inevitable that CCTV will continue to be part of our business. However, a yearly review of the system is undertaken to ensure that the cameras we do have are working as they should be and are fit for purpose. This report is published on our internet pages and can be available on request.</p> <p>The CCTV manager then decides on a yearly basis, as part of the end of year report to see if it is appropriate to continue the use of any particular camera. If it is decided that it is not then he/she will make the decision to cease a particular camera.</p>