

CCTV Code of Practice Policy

105th Sheffield (High Green) Scout Group

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Document Purpose

To provide a corporate policy for CCTV Surveillance.

Introduction

Closed Circuit (CCTV) is used by 105th Sheffield (High Green) Scout Group in and around our headquarters building, located on Pack Horse Lane, High Green, Sheffield, S35 3HY. It is used as a valuable tool to assist with safety, security, safeguarding of young people and adults and to protect property.

The CCTV installation is owned and maintained by 105th Sheffield (High Green) Scout Group and is operated to the requirements of the General Data Protection Regulation (GDPR) 25 May 2018, and good practice guidelines, such as those issued by the Information Commissioner's Office (ICO), to ensure for example that the need for public protection is balanced with respect for the privacy of individuals.

GDPR applies because CCTV cameras will capture personal information that could identify someone. This policy outlines the principles that will be adhered to, the processes that will be followed and related policies and procedures, such as those about how to request information including CCTV images.

The aim of this policy is to set out a consistent approach for the use of CCTV Surveillance and it covers:

- How and why CCTV Surveillance is being used;
- Compliance with legislation, such as GDPR;
- The requirement for each operator of the CCTV to understand and adhere to the Code of Practice for use.

Scope

This policy applies to all CCTV systems controlled by 105th Sheffield (High Green) Scout Group. This includes both internal and external cameras. This policy applies to all volunteers who are involved with the management of CCTV, or have access to CCTV.

Surveillance Camera Commissioner

The Secretary of State has issued a Surveillance Camera Code of Practice under section 30 of the

Protection of Freedoms Act 2012, which provides guidance on the use of CCTV cameras. It explains how the government is supportive of the use of overt CCTV, provided that certain conditions are met. Compliance is achieved by fulfilling twelve guiding principles that we have adopted, as shown below:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
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 and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
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.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be securely deleted once their purposes have been discharged.
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.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
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.
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 information of evidential value.
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 Surveillance Camera Commissioner is a statutory appointment by the Home Secretary to promote compliance with the Surveillance Camera Code of Practice and to provide advice on compliance. A Surveillance Camera Commissioner CCTV Guide has also been created by the Secretary of State to assist organisations with compliance. The Commissioner has no enforcement or inspection powers.

Information Commissioner's CCTV Code of Practice

The ICO have produced a Data Protection Code of Practice for Surveillance Cameras and Personal Information to assist organisations who use CCTV to comply with the General Data

Protection Regulation (GDPR) 25 May 2018.

Why is CCTV Used and How

We are using CCTV for the following purposes:

1. To increase the personal security of individuals and create a safer environment for those who visit 105th Sheffield (High Green) Scout Group.
2. To support the ongoing safeguarding of young people and adults who visit 105th Sheffield (High Green) Scout Group.
3. To increase property security.
4. To increase vehicle security.
5. To reassure individuals and reduce the fear of crime.
6. To detect, deter and prevent crime by:
 1. Providing assistance in the prevention of crime;
 2. Deterring and detecting crime;
 3. Helping to identify, apprehend and prosecute offenders;
 4. Providing the police, 105th Sheffield (High Green) Scout Group and other individuals with evidence to take criminal and civil action in the courts.

We are using CCTV with the aim of achieving the following objectives:

1. To improve general security both in terms of personal security and the security of buildings.
2. To detect, prevent or reduce the incidence of property crime, offences against individuals and fraud.
3. To reduce graffiti, vandalism, other criminal damage and anti-social behaviour to improve the environment and reduce costs.

The CCTV scheme will be operated fairly, within applicable law and only for the purposes for which it is established, or which are subsequently agreed in accordance with this Policy. The CCTV scheme will be operated with due regard to the privacy of the individual.

Installation and Operation of Cameras

Prior to the installation of the CCTV scheme and extensions to existing schemes consultation will take place with relevant and interested parties if necessary.

105th Sheffield (High Green) Scout Group's CCTV scheme does not record sound or if this functionality is available it will be disabled.

No dummy cameras will be used in any scheme.

Cameras will not be hidden and signs to show that CCTV cameras are operating will be displayed at the perimeter of the building. The signs will be:

1. Be clearly visible and readable;
2. Contain details of the organisation operating the system, the purpose for using the surveillance system and who to contact about the scheme (where these things are not

- obvious to those being monitored);
3. Include basic contact details such as a simple website address, telephone number or email contact; and
 4. Be an appropriate size depending on context.

This is to inform the public that cameras are in operation, who is operating the scheme and how to contact 105th Sheffield (High Green) Scout Group.

Operators of cameras and associated equipment will act with the utmost integrity and only volunteers with responsibility for using the equipment will have access to operating controls.

Complaints and Security Incidents

If individuals feel that 105th Sheffield (High Green) Scout Group's CCTV installation is not being operated as set out in this Policy or a related Code of Practice, or that their request for access to a CCTV image has not been dealt with in a satisfactory manner they can complain and a review will be carried out.

Appendix A – Requesting CCTV Images

Everyone has the right to request CCTV image information under either the General Data Protection Regulation (GDPR) or the Freedom of Information Act 2000 (FOIA). Some of the following items refer to the Data Protection Act 1998, which is being superseded by GDPR. Details of how to make a request can be found in our Access to Information Policy.

1. GDPR Subject Access Requests

The GDPR provide individuals with the right to request CCTV images that contain their own personal information by making a Subject Access Request.

2. DPA Section 29 Requests

Organisations that have a crime prevention or law enforcement can request CCTV images containing personal information to prevent or detect a crime, apprehend or prosecute an offender. Examples are the Police, Local Authorities, the Health and Safety Executive and Solicitors.

3. DPA Section 35 Requests

Where organisations or individuals require CCTV images in connection with legal proceedings, or where disclosure of CCTV footage is required by law, a request under Section 35 of the DPA should be made.

4. Freedom of Information Requests

Generally CCTV images will be exempt from release under the FOIA if someone could be identified from the image. However, questions about the operating of the CCTV system may be received and it may be appropriate to answer these questions under this Act.

5. Internal Requests for Information

Sometimes 105th Sheffield (High Green) Scout Group's volunteers will need to request access to CCTV images in connection with internal investigations.