

## Surveillance Camera Commissioner - CCTV Self Assessment Action Plan 2016

Principle	Description	Status	Reference doc
Principle 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.		
	<b>Improvement actions</b>		
	Improved data sharing with residents	Underway	Website updates
	More info on the website	Underway	Website updates
Principle 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.		
	<b>Improvement actions</b>		
	The main camera system has been in operation since 1993. Cameras that have been added in the past 12 months have had PIA's completed and this is now part of our standard practice. We will complete PIA's for all cameras during 2016 and submit it for scrutiny.	Complete	PIA's
	We know from our surveys that the public in Slough largely support our work (88% of those asked said they did). A plan is being created to try to have more feedback from the public and will seek ways to do so.	Partially complete	ASB Survey 2013
	Annual Review of the CCTV system to be completed	Planned end of 2016/17 FY	Annual Report to be completed

**Principle 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.

**Improvement actions**

Code of Practice procedures compliance

Partially complete

CCTV Policy, PIA's, SO

Improved / updated SOP's

Complete

SOP

Publication of information (Google Maps link of all camera locations is already published)

Complete

Website updates

Privacy Impact Assessment (PIIA's) undertaken for all new systems (2015), others during 2016

Complete

PIA's

ASB Survey includes question about CCTV helping to create safer communities, 88% support the use of CCTV (2013 survey)

Underway

ASB Survey 2013

Improved website information

Underway

Website updates

**Principle 4** There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

**Improvement actions**

The CCTV Policy Statement will address this need to comply with Principle 4

Complete

CCTV Policy

**Principle 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.

**Improvement actions**

Old Code of Practice, we need to fully adopt the new CoP and assess system compliance and effectiveness.

Partially complete

CCTV Policy, PIA's, SO

A borough CCTV Policy Statement has been created to address bringing all CCTV systems into compliance and centralised responsibility using a SPOC principle.

Complete

CCTV Policy

**Principle 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 deleted once their purposes have been discharged.

**Improvement actions**

Reporting against national KPI's, Annual Review of system

Improved data sharing with residents

More info on the website

In planning
Underway
Partially complete

Website updates  
Website updates

**Principle 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.

**Improvement actions**

None identified

N/A
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N/A

**Principle 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.

**Improvement actions**

Yes. As cameras become older the image quality deteriorates, a planned phased replacement programme will be created and a bid for the funding will be made.

Partially complete
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Business case to be cr  
and approval sought

**Principle 9** Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

**Improvement actions**

None identified

N/A
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N/A

**Principle 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.

**Improvement actions**

A local CCTV Policy Statement document has been created and is awaiting approval to implement across the council. This document contains how the CCTV systems will be opearted, managed & audited

Complete
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CCTV Policy

Created by Peter Webster - CCTV and Careline Centre Manager August 2016