
REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 6
DATE OF MEETING:	7 th JULY 2020	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR OF SERVICE DELIVERY	OPEN
MEMBERS' CONTACT POINT:	CHRIS SMITH / 5924	DOC:
SUBJECT:	REVIEW OF THE SOUTH DERBYSHIRE DISTRICT COUNCIL SURVEILLANCE POLICY	REF:
WARD(S) AFFECTED:	WHOLE DISTRICT	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the Committee approves the changes made to the South Derbyshire District Council Surveillance Policy.

2.0 Purpose of Report

- 2.1 To seek the Committee's approval to the changes made to the Surveillance Policy as part of the scheduled review. The Policy sets out the necessary steps that should be taken to ensure the Council's surveillance systems comply with the overarching legislation, including the 12 principles set out in the Home Office's Surveillance Camera Code of Practice.

3.0 Detail

- 3.1 The Policy applies to all surveillance systems in use by the Council with the exception of Vehicle Location Systems and Noise Monitoring Machines; these are both governed by standalone policies and procedures.
- 3.2 The surveillance systems in this report refer to the closed-circuit television (CCTV), mobile CCTV, motion activated cameras and body worn cameras.
- 3.3 This Policy applies to the installation and operation of surveillance systems, access to and retention of recorded images, complaints, access requests and enquiries, and the deletion and disposal of recorded images.
- 3.4 The legitimate aim of the Council's surveillance systems is for 'the prevention and detection of crime and disorder'.
- 3.5 The Policy is intended to ensure that the Council acts properly and proportionately when considering using CCTV and, where used, that appropriate arrangements are

put in place. All system operators (Surveillance Administrators) should adhere to the 12 guiding principles set out in the Home Office's Surveillance Camera Code of Practice.

- 3.6 The main changes incorporated in the policy are the addition of a section on CCTV in the workplace (Section 10), the addition of Head of Service under Responsibilities (Section 5), replacement of the Privacy Impact Assessments section with the new Data Protection Impact Assessments (Section 3) and the updated revised surveillance inventory (Appendix 5).

4.0 Financial Implications

- 4.1 There are no financial implications arising from this report.

5.0 Corporate Implications

- 5.1 This purpose of this Policy (Appendix 1) is to ensure that South Derbyshire District Council complies fully with its legal obligations under the Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR) in relation to the protection of personal data that it holds and /or processes about, or concerning, any individual.

6.0 Community Implications

- 6.1 The Policy is publicly available via the Council's website.
- 6.2 The Policy is intended to ensure that human rights are considered prior to and during the operation of CCTV. The use of PIAs and CCTV Self-Assessments will provide the Council with protection to any claim that an individual's human rights have been breached.

7.0 Background Papers

- 7.1 South Derbyshire District Council Surveillance Policy.
- 7.2 Home Office's Surveillance Camera Code of Practice.