

Northern Ireland Policing Board

Policy on the Operation of CCTV

1. PURPOSE

The Northern Ireland Policing Board (the Board) operates a Closed Circuit Television (CCTV) system at its premises in Waterside Tower, 31 Clarendon Road, Clarendon Dock, Belfast, BT1 3BG.

The purpose of the CCTV surveillance system is for:

- The interest of staff and public health and safety;
- The protection of Board property and assets;
- The prevention or detection of crime or disorder; and
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).

2. BACKGROUND

The CCTV system operated by the Board consists of both external and internal cameras.

It is designed to comply with the Data Protection Act 1998, the Human Rights Act 1998 and the Information Commissioner's 'CCTV Code of Practice'.

The Information Commissioner's 'CCTV Code of Practice' sets out the standards that must be met if the requirements of the Data Protection Act 1998 (DPA) are to be complied with. These standards are based on the Data Protection principles, which state data must be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;

- Not kept for longer than is necessary;
- Processed in line with individuals' rights;
- Secure; and
- Not transferred to countries without adequate protection.

The Act places responsibilities on those who hold information relating to living individuals and gives individuals the right to access information held about them.

The Board's DPA notification with the Information Commissioner's Office includes the operation of a CCTV system for the prevention of crime.

The Board displays signs advising all staff and visitors that the premises are being monitored by CCTV surveillance equipment. Staff accompanying visitors within the Board are required to advise visitors who are blind or visually impaired that this is the case.

3. IMAGE QUALITY

The quality of the images produced by the equipment will be regularly monitored by the HR & IT Manager to ensure that they are adequate for the purposes for which they are intended (eg monitor, detect, deter, recognition and identification). A check will also be made to ensure the CCTV system has the correct date and time display for evidential purposes.

The HR & IT Manager will maintain a CCTV log book to record the following information:

- Requests to view or copy personal images;
- Maintenance work carried out on the CCTV system; and
- Staff Training.

4. IMAGE PROCESSING & RETENTION

Recorded images are stored securely within the CCTV system's hard drive for up to 31 days after which they are automatically erased.

Access to images that are displayed and recorded on the CCTV system is restricted to appropriately trained staff and authorised third parties.

Only persons trained in the use of the equipment and authorised by the Board's Security Officer (BSO) can access data.

Where the images are required for evidential purposes in legal or disciplinary proceedings the Board's Security Officer will authorise the copying of the relevant footage by a suitably trained person. A disc recording will be made and placed in a sealed envelope signed and dated by the HR & IT Manager who will then keep it in a secure place until completion of the investigation.

All records will remain property of the Policing Board and will be maintained and destroyed in line with the Board's Retention and Disposal Policy.

5. THIRD PARTY ACCESS

It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled. This will ensure that the rights of individuals are preserved and also ensure that the continuity of evidence remains intact should the images be required for evidential purposes in a police enquiry.

The disclosure of recorded images to third parties will only be made in limited circumstances.

The intended purposes of the Board's CCTV system are set out in section 3 and as such disclosure of images will be limited to:

- Law enforcement agencies, where the images recorded would assist a specific criminal enquiry;
- Prosecution agencies;
- Relevant legal representatives; and
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings).

The decision whether to allow third party access to recorded images will be taken by the Chief Executive, or in his or her absence, the Board's Security Officer. The requestor must complete the appropriate view / release form (see Appendix A). The completed form will be retained by the HR & IT Manager.

Full consideration will be given to the content of the images requested. In particular the Board will consider any third parties who may also appear on the image. In some instances, it may be appropriate for the Board to remove images of recognisable third parties before releasing the image.

6. SUBJECT ACCESS REQUESTS

Section 7 of the Data Protection Act 1998 (DPA) gives any individual the right to request access to CCTV images where those images contain that individual's personal data (Unless an Exemption applies). This is known as a Subject Access Request.

Such a request must be made in writing or email to the Chief Executive at:

Chief Executive
Northern Ireland Policing Board
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast BT1 3BG

or

DataProtection@nipolicingboard.org.uk

Individuals who request access will be issued with a view / release request form (See Appendix A).

On receipt of the completed form, and the appropriate fee when applicable, the Board's Security Officer and the Communications & Board Support Branch Manager will determine whether disclosure is appropriate and whether there is a duty of care to protect the images of any third party. If the duty of care cannot be discharged then the request may be refused. For DPA record keeping purposes the request will be logged centrally by the Board as a subject access request.

The HR & IT Manager will update the CCTV log book in respect of the request to view / copy personal images.

A written response will be made to the individual, giving the decision (and if the request has been refused, giving reasons where appropriate) within 40 calendar days of receipt of the completed request form and the appropriate fee.

7. TRAINING

Staff required to monitor live and recorded images are provided with the appropriate training. This training covers both the usage of the equipment and confidentiality aspects required for operation.

8. COMPLAINTS

Should you have a complaint about how the Board operates this or any other related policy and/or procedure, you can contact the Board at:

Chief Executive
Northern Ireland Policing Board
Waterside Tower
31 Clarendon Road
Clarendon Dock
Belfast BT1 3BG

information@nipolicingboard.org.uk

9. REVIEW OF POLICY

The Board's HR & IT Manager is responsible for the review of this policy. It will be reviewed every three years or earlier in light of changes to legislation.

10. SCREENING

This policy has been equality screened and it has been determined that an equality impact assessment is not required.

July 2016



Northern Ireland Policing Board

DATA PROTECTION ACT 1998

Request to view or copy personal information recorded on CCTV cameras

Name of the person making the request:	
Organisation: (if applicable)	
Address:	
Telephone Number:	

Details of images to be viewed / copied

Date and time range:	
----------------------	--

Outcome of request (Chief Executive / BSO to complete)

Name of approver: (print)	
Signature:	
Date of decision:	
Outcome:	
Reason if denied:	

TO BE COMPLETED IF IMAGES ARE COPIED

Ref No:		Issued by:	
Issued to:		Date issued:	
I acknowledge receipt of the above CDR.			
Signed:		Date:	