

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Performance & Administration Cabinet Committee

Date: 09 February 2022

Reporting officer: Assistant Director (Communities)

Subject: Surveillance Camera Local Authority Code of Practice

Purpose and summary of report:

To consult with the Committee on a draft Surveillance Camera Local Authority Code of Practice for the Council.

Recommendations:

1. Members note and comment on the draft Code of Practice.

1. Local Authority Code of Practice

- 1.1 This council, as with many other local authorities, has in recent decades seen an expansion in the use of surveillance cameras for a range of purposes related to public safety, personal safety, building security, enforcement and investigation. Advancement of camera technology has facilitated this expansion and they will continue to do so in the future.
- 1.2 The council is responsible for ensuring that each surveillance camera system that it operates has a clearly defined purpose; considers the effect that their use has on individuals and their privacy; and, that they are operated in a manner which meets the council's statutory responsibilities and complies with the Surveillance Camera Commissioner's Code of Practice.
- 1.3 To date, each council service operating a surveillance camera system has been responsible for having policies and procedures for their use, Data Protection Impact Assessments (DPIAs) are complete and the use of cameras is reviewed regularly, especially when changes take place. In these circumstances, the Surveillance Camera Commissioner advises that a Local Authority Code of Practice (LA Code) is also put in place to demonstrate that it is meeting its legal obligations and adherence to the Surveillance Camera Commissioner's Code of Practice and its 12 principles.
- 1.4 A draft LA Code is appended to this report. In addition to demonstrating the intention to comply with the Surveillance Camera Commissioner's Code of Practice, the LA Code identifies officers within the council who are responsible for the integrity and effectiveness of its surveillance camera scheme policies and

compliance with the Surveillance Camera Commissioner's Code of Practice. Steps are also being taken to combine existing and future documentation into a Code of Assessment Pack (CAP) for each surveillance camera system operated by the council. These will be retained centrally and assessed annually to demonstrate compliance.

1.5 Members are asked to comment on the policy.

2. BACKGROUND PAPERS

2.1 There are no background papers pertaining to this report.

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	The adoption of an overarching Local Authority Code of Practice (LA Code) will assist the Council to demonstrate that it is fulfilling its legal obligations and complying with the Surveillance Camera Commissioner's Code of Practice.
Finance and Value for Money	No financial implications.
Risk Assessment	Adoption of an overarching Local Authority Code of Practice for the surveillance camera systems that the council operates will help ensure that the council is meeting its obligations in respect of their operation, especially in respect of compliance when changes are proposed.
Data Protection Impact Assessment	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data? N/A</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk. N/A</p>
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Corporate Plan	#3 Progress: an entrepreneurial authority; commercial in outlook and committed to continuous service improvement, underpinned by a skilled workforce and strong governance environment.
Climate Change	There are no direct climate change implications resulting from this report.
Crime and Disorder	Surveillance camera systems are operated by the council and community safety activity in respect of public safety, personal safety, security, enforcement and investigation. Technological advances are expanding the use of surveillance cameras in these areas and this LA Code of Practice will ensure that their operation

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	complies with the council's legal obligations and the Surveillance Camera Commissioner's Code of Practice and that any changes to systems are properly assessed and reviewed according to their specified purpose.
Digital and website implications	The LA Code will help ensure that camera systems are operated correctly, especially in respect of the storage of digital data, and changes to systems properly considered.
Safeguarding children and vulnerable adults	There are no direct safeguarding implications resulting from this report, although the public safety camera systems have a bearing on safeguarding children and vulnerable adults in public spaces.