
REPORT OF STRATEGIC DIRECTOR PLACE

TO LEAD MEMBER BRIEFING FOR ENVIRONMENT AND COMMUNITY SAFETY
ON 27.07.20

TITLE: SCC Revised CCTV Policy and Code of Practice

RECOMMENDATION:

That Lead Member approves the City Council's adoption of the revised CCTV Policy and Code of Practice (July 2020)

EXECUTIVE SUMMARY:

The City Council is obligated to write, adopt and publish a CCTV Policy and Code of Practice. Its purpose is to set out:

- The purpose of any CCTV scheme in operation.
- How the CCTV scheme is managed.
- The applicable retention period for any CCTV data collected and stored.
- The rights to privacy.
- How access to CCTV data and the release of images is handled.
- The governance arrangements in place.

Salford City Council's previous CCTV Policy and Code of Practice was adopted in 2018.

DETAILS:

Salford City Council's previous CCTV Policy and Code of Practice was published in 2018 following Lead Member approval.

Whilst accurate in its contents, the 2018 CCTV Policy and Code of Practice was felt to be an unnecessarily lengthy document, which prohibited the ability of partners and members of the public to easily understand its contents.

A revised CCTV Policy and Code of Practice was therefore drafted. At just 5 pages in length, its content is deemed more appropriate to its open circulation. It has been shared in draft form with the British Standards Inspectorate, who inspect Salford's CCTV operation as part of our annual audit under BS 7958 (Closed circuit television (CCTV). Management and operation) and positive feedback was received.

It has also been shared with the City Council's Data Protection Officer for comment (please see comments below).

Formal approval is sought to adopt this new CCTV Policy and Code of Practice.

BACKGROUND DOCUMENTS: Previous Code of Practice

KEY DECISION: No

KEY COUNCIL POLICIES: Salford Community Safety Strategy, Salford CCTV Strategy.

EQUALITY IMPACT ASSESSMENT AND IMPLICATIONS:- N/A

ASSESSMENT OF RISK: Low

SOURCE OF FUNDING: N/A

LEGAL IMPLICATIONS: N/A

FINANCIAL IMPLICATIONS: N/A

OTHER DIRECTORATES CONSULTED: SCC Information Governance, Comments provided by Debbie McCarron: The shorter policy, written in plain English, is much more suitable for its intended audience. I'm satisfied that the Policy and the operational procedures for disclosing personal data are robust and compliant with the law.

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WARD(S) TO WHICH REPORT RELATE(S): All wards.

AUTHORISATION:

Approved by Assistant Director	Signature:
	Date:

Approved by Strategic Director

Signature:

Date: