
REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	01 FEBRUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	SEAN MCBURNEY 5910 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 (**Appendix 1**) as part of the scheduled review of the document.

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 'overt' 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 Surveillance systems in the Policy refer to all Council managed closed-circuit television systems (CCTV), this includes static and re-deployable cameras located in public spaces, the cameras which are protecting council property, motion activated cameras, body worn cameras, and cameras located in vehicles.
- 3.3 The policy sets out the necessary steps that should be taken to ensure South Derbyshire District Council's (the Council's) surveillance systems comply with the overarching legislation.

- 3.4 The Policy outlines the use of CCTV surveillance by the Council to enhance public safety, protect council buildings, assets, staff, elected members and visitors and support law enforcement activities while respecting individual privacy and civil liberties.
- 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 as follows:

Section	Amendment
5.1	New – added in detail on 12 Guiding principles from The Surveillance Camera Code of Practice
7.0	New - Roles and responsibilities
8.0	New – Sustainable Impact Assessment
12.1	New – Equalities Impact Assessment

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 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.
- 5.2 The Policy has been reviewed by the Councils Legal team and Data Protection Officer prior to submission to Committee.

6.0 Community Impact

- 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 Data Protection Impact Assessments and CCTV Self-Assessments will provide the Council with protection to any claim that an individual’s human rights have been breached.
- 6.3 An Equality Impact Assessment Preliminary Assessment Form has been completed and there are no potentially negative impacts on any of the protected characteristics and therefore a full EIA is not required.

7.0 Background Papers

7.1 South Derbyshire District Council Surveillance Policy.