SURVEILLANCE CAMERA COMMISSIONER

Self Assessment Tool

How well does your organisation comply with the 12 guiding principles of the Surveillance Camera Code of Practice? Complete this easy to use self assessment tool to find out if you do.

Using this tool

This self assessment tool has been prepared by the Surveillance Camera Commissioner (SCC) to help you and your organisation identify if you're complying with the Surveillance Camera Code of Practice (the Code). It should be completed in conjunction with the Code, and can help to show you how well you comply with each of its 12 guiding principles.

It is possible to be largely compliant with some principles and to fall short against others. As a result you will note that at the end of the questions against each principle there is a space to include an action plan. This is so you can put actions in place over the next year to improve your compliance to that principle. These boxes can also be used to make a note of what evidence you could produce if required to show your compliance to that principle.

The template contains a combination of open and closed questions. For the open questions, there is a limit on how much you can write within the template, so please feel free to include any additional notes as an annex to the document – there are additional blank pages at the end of the tool to help you to do so.

Remember that your organisation may operate more than one surveillance camera system, with a scope that extends across several purposes and many geographical locations. So, before you start clarify the scope of the system(s) you propose to self assess for compliance against the Code.

Is this tool for me?

The self assessment tool is aimed primarily at relevant authorities under Section 33 of the Protection of Freedoms Act 2012 who have a statutory duty to have regard to the guidance in the Code. In general terms, this means local authorities and the police in England and Wales.

If you work within any other organisation that operates surveillance camera systems you are free to adopt and follow the principles of the Code on a voluntary basis. If you decide to do so, then using this tool will be of benefit to you.

As a relevant authority under Section 33, if you are considering the deployment of a new surveillance camera system, or considering extending the purposes for which you use an existing system, you may find the more detailed three stage passport to compliance tool a valuable planning tool. It can guide you through the relevant principles within the Code and inform you of the necessary stages when planning, implementing and operating a surveillance camera system to ensure it complies with the Code.

If you are from any other organisation operating a surveillance camera system you may find this template useful in reviewing your use of surveillance, or may want to use other SCC online tools such as the Data Protection Impact Assessment guidance or the Buyers Toolkit to help decide whether your surveillance is necessary, lawful and effective.

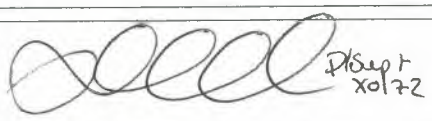
What should I do next?

The self assessment is for you to satisfy yourself and the subjects of your surveillance that you meet the 12 principles and to identify any additional work necessary to show compliance. Think about realistic timescales for completion of your action plans, with a view to achieving full compliance with the Code before undertaking your next annual review.

The SCC does not want you to submit your completed self assessment response to him. However, in the interest of transparency he encourages you to publish the completed self assessment tool template on your website.

A completed self assessment is also a positive step towards third party certification against the Code.

Email the SCC at scc@sccommissioner.gov.uk to let us know when you have completed this template as this will enable us to understand the level of uptake. We would also appreciate your comments and feedback on the user experience with this template. Please let us know if you are interested in working towards third party certification against the Code in the near future, or would like to be added to our mailing list.

Name of organisation	Northants Police
Scope of surveillance camera system	280 static ANPR camera sites 35 ANPR equipped cars 10 Rapid deployment cameras Back office software and associated database
Senior Responsible Officer	D/Supt Lee Mcbride
Position within organisation	Superintendent Proactive Crime & Intelligence
Signature	
Date of sign off	05/04/2022

Principle 1

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

1. What is the problem you face and have you defined a purpose in trying to solve it? Have you set objectives in a written statement of need?

The force regularly updates a Strategic Camera Assessment. It provides recommendations for the siting of ANPR cameras in Northamptonshire based on an analytical assessment in 4 areas; 1. National Security and Counter Terrorism, 2. Serious/organised/Major crime, 3. Local crime, 4. Community confidence and reassurance, crime prevention and reduction.

Camera locations are scored against the 38 recommendations in these areas to ensure that each has an identified objective towards the pressing need.

2. What is the lawful basis for your use of surveillance?

ANPR operates under a complex framework of legislation of general application, including the General Data Protection Regulations (GDPR), the DPA, the Surveillance Camera Code and Common Law. The National Law Enforcement ANPR capability (NAC) is subject to the Information Commissioner's Office regulatory provisions and regulatory oversight by the Surveillance Camera Commissioner (SCC). ANPR data from police forces is police information within the meaning of The Code of Practice on the Management of Police Information 2005 (MoPI) made under the Police Act 1996 and Police Act 1997. It is shared in accordance with the provisions of that Code. Access to and the retention and management of ANPR data obtained is compatible and consistent with their relevant legal obligations, which include:

• Data Protection Act 2018, Part 3, Chapter 1, Section 31 - 'The Law Enforcement Purposes'

• ICO Code of Practice for Surveillance Camera Systems (ICO Code of Practice for Surveillance Camera Systems (ICO Code);

• College of Policing Approved Professional Practice – Information Management. (MOPI);

• Part 2 of the Protection of Freedoms Act 2012 (PoFA);

• The Surveillance Camera Code issued under Part 2 of PoFA.

• Criminal Procedure and Investigations Act 1996 and Code of Practice issued under Part II of that Act (CPIA);

3. What is your justification for surveillance being necessary and proportionate?

ANPR technology is in daily use by law enforcement and other agencies in the United Kingdom. Its use falls within three primary categories: to identify vehicles of interest and operationally respond; gather intelligence and further police capability to investigate crime and it is in this context that this deployment is considered.

The management and use of ANPR must be in accordance with the provisions of NASPLE that provide detailed safeguards to ensure that the use is lawful and consistent with the requirements of legislation. The management and use of ANPR cameras deployed as a result of this assessment will be in compliance with those requirements.

4. Is the system being used for any other purpose other than those specified? If so please explain. ☐ Yes ☒ No

5. Have you identified any areas where action is required to conform more fully with the requirements of Principle 1?

Action Plan

n/a

Principle 2

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

1. Has your organisation paid a registration fee to the Information Commissioner's Office and informed them of the appointment of a Data Protection Officer (DPO) who reports to the highest management level within the organisation?

☒ Yes ☐ No

2. Are you able to document that any use of automatic facial recognition software or any other biometric characteristic recognition systems is necessary and proportionate in meeting your stated purpose?

☐ Yes ☒ No

3. Have you carried out a data protection impact assessment, and were you and your DPO able to sign off that privacy risks had been mitigated adequately?

☒ Yes ☐ No

Before May 2018 the requirement was to complete a privacy impact assessment; this has been replaced by a data protection impact assessment. There is a surveillance camera specific template on the Surveillance Camera Commissioner's website:
https://www.gov.uk/government/publications/privacy-impact-assessments-for-surveillance-cameras

4. Do you update your data protection impact assessment regularly and whenever fundamental changes are made to your system?

☒ Yes ☐ No

5. How have you documented any decision that a data protection impact assessment is not necessary for your surveillance activities together with the supporting rationale?

n/a - the DPIA is necessary and has been completed.

6. Have you identified any areas where action is required to conform more fully with the requirements of Principle 2?

☐ Yes ☒ No

Action Plan

Principle 3

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

7. Has there been proportionate consultation and engagement with the public and partners to assess whether there is a legitimate aim and a pressing need for the system? ☒ Yes ☐ No

8. Does your Privacy Notice signage highlight the use of a surveillance camera system and the purpose for which it captures images? ☒ Yes ☐ No

9. Does your signage state who operates the system and include a point of contact for further information? ☒ Yes ☐ No

10. If your surveillance camera systems use body worn cameras, do you inform those present that images and sound are being recorded whenever such a camera is activated? ☐ Yes ☐ No

11. What are your procedures for handling any concerns or complaints?

There is a complaint page on the force website at address https://www.northants.police.uk/advice/advice-and-information/c/complaints/what-is-a-complaint/
There is also a link to this page at www.northants.police.uk/ANPR

Complaints can be recorded over the phone, in writing, or online via the website. These are processed and dealt with by the Office for Police Fire & Crime Commissioner as detailed on the website

12. Have you identified any areas where action is required to conform more fully with the requirements of Principle 3? ☐ Yes ☒ No

Action Plan

Principle 4

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

13. What governance arrangements are in place?

Designated Strategic Lead at Superintendent level responsible for chairing a quarterly Strategic ANPR Group attended by internal stakeholders, which covers updates on ANPR related projects, compliance with national standards, updates on infrastructure, and budgets.
The ANPR Manager is the tactical lead the runs ANPR for the force on a day to day basis. The ANPR Manager chairs a bi-monthly tactical group attended by operational users from various departments. This covers the finer details such as VOI lists, use of car kits, performance capture.

14. Do your governance arrangements include a senior responsible officer? ☒ Yes ☐ No

15. Have you appointed a single point of contact within your governance arrangements, and what steps have you taken to publicise the role and contact details? ☒ Yes ☐ No

Guidance on single point of contact: https://www.gov.uk/government/publications/introducing-a-single-point-of-contact-guidance-for-local-authorities/introducing-a-single-point-of-contact

Supt Hillery is SPOC for overt surveillance. Details on ANPR page on force website

16. Are all staff aware of the roles and responsibilities relating to the surveillance camera system, including their own? ☒ Yes ☐ No

17. How do you ensure the lines of responsibility are always followed?

An ANPR Manager has been appointed to provide oversight of all ANPR processes and compliance with NASPLE and the Audit Standards. Authorised users of ANPR are only granted access to the data to the extent that is necessary for their role and are required to successfully complete training, dependant on their role and responsibilities. Their training record is reviewed prior to permissions being granted.

18. If the surveillance camera system is jointly owned or jointly operated, is it clear what each partner organisation is responsible for and what the individual obligations are? ☐ Yes ☐ No

19. Have you identified any areas where action is required to conform more fully with the requirements of Principle 4?

☐ Yes ☒ No

Action Plan

Principle 5

Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

20. Do you have clear policies and procedures in place to support the lawful operation of your surveillance camera system? If so, please specify.

☒ Yes ☐ No

21. Are the rules, policies and procedures part of an induction process for all staff?

☒ Yes ☐ No

22. How do you ensure continued competence of system users especially relating to relevant operational, technical, privacy considerations, policies and procedures?

On induction to the system, or upon increase in system permissions, the user is delivered a uniform training package. User accounts will be locked or removed from the system after a period of time and user will have to make contact with administrator in order to regain access. At this point any training needs are established. For Northgate BOF, accounts are deleted after a period of 6 months inactivity, for NAS accounts are auto-locked at 90 days of inactivity. BOF will be phased out over the next year, leaving NAS as the sole system.

23. Have you considered occupational standards relevant to the role of the system users, such as National Occupational Standard for CCTV operations or other similar?

☐ Yes ☒ No

24. If so, how many of your system users have undertaken any occupational standards to date?

25. Do you and your system users require Security Industry Authority (SIA) licences?

☐ Yes ☒ No

26. If your system users do not need an SIA licence, how do you ensure they have the necessary skills and knowledge to use or manage the surveillance system?

As per above all users will undergo training on use of the ANPR system. This compliments all training the officer or staff member has already had such as law training, data protection, and MoPI for example. User transactions are auditted and any training needs will be identified through this process.

27. If you deploy body worn cameras, what are your written instructions as to when it is appropriate to activate BWV recording and when not?

n/a

28. If you deploy surveillance cameras using drones, have you obtained either Standard Permission or Non-Standard Permission from the Civil Aviation Authority and what is your CAA SUA Operator ID Number?

☐ Yes ☐ No

n/a

29. Have you identified any areas where action is required to conform more fully with the requirements of Principle 5?

☐ Yes ☒ No

Action Plan