

## 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 will help you and your organisation identify if you're complying with the principles in the code. It should be completed in conjunction with the [surveillance camera code of practice](#). The tool will help you show how well you comply with each principle. 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 to enable you to 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 document contains a combination of open and closed questions. For the open questions there is a limit on how much you can write, 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.

We do not want you to send the self assessment response to us. However, in the interest of transparency we encourage you to publish the self assessment on your website.

The self assessment is for you to satisfy yourself and those that you surveil that you meet the principles and identify any additional work to show compliance.

We would like you to let us know that you have completed this document as this will enable us to understand the level of uptake. Also please let us know if you will be interested in working towards certification against the surveillance camera code of practice in the near future or just be added to our mailing list.

**This is the first edition of the self assessment tool which will evolve over time. Please forward any feedback to [scc@sccommissioner.gsi.gov.uk](mailto:scc@sccommissioner.gsi.gov.uk)**

## 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. Do you review your system annually?  Yes  No
2. Have you conducted a privacy impact assessment?  
(The ICO has produced a PIA code of practice and the SCC has a template you can use if required)  Yes  No
3. Do you publish your privacy impact assessment and annual review?  Yes  No
4. Have you identified any areas where further action is required to more fully conform with the requirements of Principle 2?

### 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.

1. Does signage exist highlighting the use of surveillance cameras?  Yes  No
2. Does the signage highlight the point of contact?  Yes  No
3. Has there been proportionate consultation and engagement with the public and partners to establish that there is a legitimate aim and a pressing need for the surveillance camera system?  Yes  No
4. Is the surveillance system a proportionate response?  Yes  No

2. Are all staff aware of their responsibilities?

Yes  No

3. Please explain how you ensure the lines of responsibility are adhered to.

Council to agree on access to monitor

4. If jointly owned, is it clear what each partner organisation is responsible for and what the individual obligations are?

Yes  No

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

**Action plan**

Forms to be used for downloading images and passing to police or council to be left by monitor.

**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.

1. Do you have clear policies and procedures which help ensure that any legal obligations affecting the use of such a system are addressed?

Yes  No

If so please specify.

Key to cabin held by clerk and chair. Information only to be downloaded in response to a crime or as requested by the police and council.

Paper trail to be left s to use of image.

## Principle 6

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

1. On what basis are images retained and for how long?

Images kept for 4 weeks before being taped over.

2. Do you have an auditable process for reviewing images and managing their retention?  Yes  No
3. Are there any time constraints in the event of the enforcement agency not taking advantage of the opportunity to view the retained images?  Yes  No
4. Are there any time constraints which might affect external parties from viewing the images?  Yes  No
5. Do you quarantine all relevant information and images relating to a reported incident until such time as the incident is resolved and/or all the information and images have been passed on to official third parties?  Yes  No
6. Have you identified any areas where further action is required to more fully conform with the requirements of Principle 6?

### Action plan

Any relevant information and images will be passed on to police or council and not held by WPC.

## Principle 8

Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

1. What approved operational, technical and competency standards relevant to a surveillance system and its purpose does your system meet?

SSAIB certificate received from supplier (Sonic Security Systems)

2. How do you ensure that these standards are followed appropriately?

Training for users.

3. What steps are in place to secure certification against the approved standards?

4. Have you identified any areas where further action is required to more fully conform with the requirements of Principle 8?

### Action plan

## Principle 10

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

1. Does your system have a review process that shows it still addresses the needs and delivers the benefits that justify its use?  Yes  No
2. Have you identified any cameras that do not remain justified in meeting the stated purpose(s)?  Yes  No
3. Have you conducted an evaluation in order to compare alternative interventions to surveillance cameras?  Yes  No

If so please provide brief details.

4. Is it cost effective to continue running your surveillance camera system?  Yes  No
5. Have you identified any areas where further action is required to more fully conform with the requirements of Principle 10?

### Action plan

Report on CCTV usage to be written by clerk for the AGM

## Principle 12

Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

1. Do you use any specialist technology such as ANPR, facial recognition, Body Worn Video (BWW) or remotely operated vehicles (Drones)?  Yes  No

If so, please specify.

2. Do you have a policy in place to ensure that the information contained on your database is accurate and up to date?  Yes  No

3. Do you have a procedure for deciding when and whether an individual or vehicle should be included in a reference database?  Yes  No

4. What policies are in place to determine how long information remains in the reference database?

5. Are all staff aware of when surveillance becomes covert surveillance under the Regulation of Investigatory Powers Act (RIPA) 2000?  Yes  No

6. Have you identified any areas where further action is required to more fully conform with the requirements of Principle 12?

### Action plan