



Ballymoney CCTV scheme Code of Practice

For further information please contact;-

**Head of Corporate and Development Services, Data
Protection Manager for Ballymoney Borough Council at: -**

Ballymoney Borough Council, Riada House, 14 Charles Street,
Ballymoney,

BT53 6DZ Tel: 028 2766 0200,

Email: info@ballymoney.gov.uk

Ballymoney Borough Council CCTV Policy

The monitoring, recording, holding and processing of images of distinguishable individuals constitutes personal data as defined by the Data Protection Act (1998). This Code of Practice is consequently intended to ensure that in its use of Closed Circuit Television (CCTV) Ballymoney Borough Council is fully compliant with the requirements of the Data Protection Act (1998), related legislation and with the CCTV Code of Practice published by the Office of the Information Commissioner in 2008. It should be read in conjunction with the Ballymoney Borough Councils Data Protection Policy that outlines the Data Protection Principles upon which these guidelines are based.

1. Responsibility

- Responsibility for implementing Ballymoney Borough Councils Data Protection Policy as it relates to CCTV rests with the Chief Executive.
- Responsibility for managing Ballymoney Borough Councils CCTV network within particular facilities / areas lies with the responsible Director.
- Responsibility for the day-to-day management and use of authorised CCTV systems will be delegated to appropriately designated Local CCTV Managers in conjunction with the responsible Head of Service.
- Responsibility for monitoring the implementation of this code of practise rests with the Head of Corporate and Development Services as Data Protection Manager for Ballymoney Borough Council.

2. Approval and Registration

Any new requests for the installation of CCTV (including extensions of existing systems) will require prior approval of Ballymoney Borough Council. Each request will be considered individually upon its merits. Each part of the system must fully comply with the provisions of this Code of Practice. A central register will be maintained listing the location of cameras and associated equipment. (CCTV Form 1).

3. Purpose

CCTV systems are employed at Ballymoney Borough Council only for the following specific purposes:

- To deter and detect crime, including theft and criminal damage
- To discourage delinquent and anti-social behaviour
- To enhance the safety and well-being of staff, and members of the public
- To assist in the overall management of buildings and Council facilities

Where, in carrying out these purposes, images are obtained of persons committing acts of an illegal nature and /or acts which breach of any byelaws, rules and regulations, these may be used as evidence.

CCTV systems must not be used for purposes other than those specifically indicated above.

4. Location and sites

The following guidelines must be observed when installing CCTV systems:

- Apart from in exceptional circumstances (see 5 below), cameras must not be hidden from view and must be sited in such a way as to ensure that they only monitor spaces intended to be covered
- Signs must be displayed so that everyone is aware that they are entering a zone that is covered by surveillance equipment
- Signs must indicate the purposes for which cameras are installed and contact details for the Manager of the CCTV Scheme (see Notice 1 page 5).

5. Covert monitoring

Covert use of CCTV can only take place on the written permission of the Chief Executive or his/her nominee following the procedures outlined in The Regulation of Investigatory Powers Act 2000. For these circumstances to occur, there must be reasonable cause to suspect that unauthorized or illegal activity is taking place, or is about to take place, or that a breach of Ballymoney Borough Councils Rules and Regulations is taking place, or is about to take place. Covert monitoring will be undertaken only for a limited and reasonable period of time consistent with the documented objectives. All decisions relating to the use of covert CCTV will be fully recorded.

6. Processing data

It is important that access to, and disclosure of, images is restricted and carefully controlled, not only to safeguard the rights of individuals but also to ensure that evidence remains intact should the images be required for evidential purposes. Local CCTV Managers must:

- restrict access to those staff who need to have access to recorded images for the purpose(s) for which the system was installed
- make practical arrangements for ensuring that recorded images are viewed only by staff, authorized by them, via a nominated PC in a secure and confidential location
- ensure that the CCTV log records all processing of data

7. Documentation

Each CCTV system must have associated documentation listing the purposes for which the system has been installed and sited in that particular location (CCTV Form 1). Documentation must also include details relating to means of access to images, extent of access, and must log requests to view, viewings themselves, any outcomes, repairs to cameras or re-siting of cameras (CCTV Form 2). Those authorised to view images must provide a signature agreeing to abide by this Code of Practice (CCTV Form 3).

8. Access

Ballymoney Borough Councils Data Protection Policy covers arrangements for access to CCTV images. Data Subjects who seek access to their personal data must complete a standard Subject Access Request form as outlined in the policy (see Forms 4 and 6). Local CCTV Managers must ensure that:

- all staff are made aware of the rights of data subjects to access images of themselves and the conditions under which access may be granted to them and to third parties
- all subject access requests are dealt with by Ballymoney Borough Councils Data Protection Manager in consultation with the CCTV Scheme Manager, Local Manager and /or other senior members of staff as appropriate
- images are not to be disclosed to third parties without the permission of the Chief Executive or his/her nominee
- all requests from the Police Service of Northern Ireland for access or disclosure are dealt with according to procedures detailed in the Data Protection Act/ Data protection Policy.

9. Monitoring and review

This CCTV Code of Practice will be kept under continuous review. Any questions about its interpretation or operation should be referred to the Data Protection Officer.

Ballymoney Borough Council CCTV Policy
Approved 3rd November 2008



Images are being monitored and recorded for the purposes of crime prevention and public safety. This scheme is controlled by Ballymoney Borough Council. For more information, call 028-2766-0200.

CCTV Form 1

BALLYMONEY BOROUGH COUNCIL CCTV REGISTER

SITE	PURPOSE	CAMERA TYPE	LOCATION	MONITORING STATION

CCTV Form 3

I _____ acknowledge receipt of and agree to abide by the Code of Practice in relation to the operation and maintenance of CCTV equipment adopted by Ballymoney Borough Council on 3rd November 2008.

Signed _____ Dated _____

A copy of this declaration will be kept by The Data Protection Manager, Ballymoney Borough Council.



Ballymoney CCTV scheme

PSNI Request for Data from Ballymoney Borough Council.

THIS FORM TO BE USED WHEN POLICE OFFICERS ARE APPLYING FOR DATA FROM CCTV SYSTEM

Completed form should be forwarded to Head of Corporate and Development Services as Data Protection Manager for Ballymoney Borough Council at: -

Ballymoney Borough Council, Riada House, 14 Charles Street,
Ballymoney,

BT53 6DZ Tel: 028 2766 0200,

Email: info@ballymoney.gov.uk

CCTV CODE OF PRACTICE: BALLYMONEY BOROUGH COUNCIL.

PSNI REQUEST FOR DATA.

PLEASE TREAT THIS AS PRIVATE AND CONFIDENTIAL

NOTE: Information requested is provided to you at the discretion of Ballymoney Borough Council. Therefore failure to complete all parts of this form could result in your request being rejected.

DETAILS OF THE OFFICER INVESTIGATING

Name.....	
Rank Number.	
Station.....	Phone No.....
Signed.....	
Date	

Applications made under Section 29 Data Protection Act 1998 (Refers to investigation of crime and taxation)

Why are you requesting this information?

Why is the information requested necessary to your investigation?

Details of the person you are investigating.

Name & Address (if known)

What information is required?

Why is the information required?

PLEASE COMPLETE AND SIGN THE FORM AND THEN RETURN TO:
Data Protection Officer,
Ballymoney Borough Council, Riada House, 14 Charles Street, Ballymoney,
BT53 6DZ Tel: 028 2766 0200, Fax: 028 2766 0222, Email: info@ballymoney.gov.uk



Ballymoney CCTV scheme

Request for Data from Ballymoney Borough
Council.

THIS FORM TO BE USED WHEN INDIVIDUALS ARE
APPLYING FOR DATA FROM BALLYMONEY
BOROUGH COUNCILS CCTV SYSTEM

**Completed form should be forwarded to Head of Corporate
and Development Services as Data Protection Manager for
Ballymoney Borough Council at: -**

Ballymoney Borough Council, Riada House, 14 Charles Street,
Ballymoney,

BT53 6DZ Tel: 028 2766 0200,

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**Ballymoney Borough Council CCTV SURVEILLANCE SYSTEM
Data Protection Act 1998**

SECTION 1	About Yourself
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The information requested below is to help the Council (a) satisfy itself as to your identity and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate)	<input type="checkbox"/> Mr		<input type="checkbox"/> Mrs		<input type="checkbox"/> Miss		<input type="checkbox"/> Ms	
Other Title (e.g. Dr., Rev., etc.)								
Surname/family name								
First Names								
Maiden name/former names								
Sex (tick box)	<input type="checkbox"/> Male		<input type="checkbox"/> Female					
Height								
Date of Birth								
Place of Birth	Town							
	County							

Your Current Home Address (to which we will reply)	
	Post Code
A telephone number will be helpful in case you need to be contacted	Tel. No.

If you have lived at the above address for less than 10 years, please give your previous addresses for the period:

Previous Address(es)		
Dates of occupancy	From:	To:
Dates of occupancy	From:	To:

**Ballymoney Borough Council CCTV SURVEILLANCE SYSTEM
Data Protection Act 1998**

Section 2 Proof of identity

To help establish your identity your application must be accompanied by **TWO** official documents that between them clearly show your name, date of birth and current address.

For example: a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Also a recent, full face photograph of yourself.

Failure to provide this proof of identity may delay your application.

Section 3 Supply of Information

You have the right, subject to certain exceptions, to receive a copy of information in a permanent form. Do you wish to:

(a) View the information and receive a permanent copy

Yes / No

(b) Only view the information

Yes / No

Section 4 Declaration

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates to.

Signed by

Date

Warning- a person who impersonates or attempts to impersonate another may be guilty of an offence.

NOW – please complete Section 4 and then check the ‘CHECK’ box (on page 4) before returning the form

**Ballymoney Borough Council CCTV SURVEILLANCE SYSTEM
Data Protection Act 1998**

Section 5 To Help us Find the Information

If the information you have requested refers to a specific offence or incident, please complete this Section.

Please complete a separate box in respect of different categories/incidents/involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section overleaf.

Were you: (tick box below)	
A person reporting an offence or incident	<input type="checkbox"/>
A witness to an offence or incident	<input type="checkbox"/>
A victim of an offence	<input type="checkbox"/>
A person accused or convicted of an offence	<input type="checkbox"/>
Other – please explain	<input type="text"/>

Date(s) and time(s) of incident	
Place of incident Happened	
Brief details of incident	

**Ballymoney Borough Council CCTV SURVEILLANCE SYSTEM
Data Protection Act 1998**

Before returning this form please check:

- **Have you completed ALL Sections in this form?**
- **Have you enclosed TWO identification documents?**
- **Have you signed and dated the form?**
- **Have you enclosed the £10.00 (ten pound) fee?**

Further information:

These notes are only a guide. The law is set out in the Data Protection Act, 1998, obtainable from The Stationary Office. Further information and advice may be obtained from:

The Data Protection Officer

Ballymoney Borough Council, Riada House, 14 Charles Street, Ballymoney,
BT53 6DZ Tel: 028 2766 0200, Fax: 028 2766 0222, Email: info@ballymoney.gov.uk

OFFICIAL USE ONLY

Please complete ALL of this Section (refer to 'CHECK' box above).

Application checked and legible?	<input type="checkbox"/>	Date Application Received	<input type="checkbox"/>
Identification documents checked?	<input type="checkbox"/>	Fee Paid	<input type="checkbox"/>
Details of Documents (see page 3)	<input type="checkbox"/>	Method of Payment	<input type="checkbox"/>
		Receipt No	<input type="checkbox"/>
		Documents Returned?	<input type="checkbox"/>

Member of Staff completing this Section:

Name	<input type="text"/>	Location	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>