

CCTV and vehicle monitoring policy

Purpose of Report

1. To present the CCTV and vehicle monitoring policy, which has been produced in line with best practice, to meet ICO (Information Commissioners Office) guidelines.

Background

2. Cameras are installed in council buildings and on council vehicles for preventing and detecting crime or acts of equivalent misconduct and for health and safety reasons such as ensuring our workforce is safe. The council ensures that all cameras are set up in a way that makes sure that there is minimal intrusion of staff privacy, and that any intrusion is fully justified.
3. In areas of deployment of CCTV, signs are displayed prominently to inform employees and visitors that CCTV is in use and its purpose. This ensures that staff are fully aware that they are potentially subject to surveillance and can take appropriate steps to limit the impact of the CCTV with regard to their privacy within the workplace.
4. Currently there is a CCTV code of conduct in place owned and currently being updated by facilities management. This provides detailed information regarding our CCTV use within Wiltshire Council. However, a policy is required to inform staff of its purpose, when and where it takes place, and how the information can be used.
5. There have been recent cases where CCTV recordings have been used as evidence in disciplinary matters. CCTV evidence can be used where the council can show that it was acting fairly and lawfully. CCTV recordings will only be accessed where the council has a reasonable belief that there is suspected criminal activity, suspected gross misconduct, health and safety issues or to protect the council against fraudulent damage claims, or when a police crime reference number has been issued.
6. Vehicle tracking devices are fitted to a number of council owned vehicles including waste, housing, highways, parking services and pool cars. Fleet traditionally use this to manage the fleet to ensure its cost effective running and to access to the right vehicles when required. This also helps prevent having to hire vehicles unnecessarily, when one of our own vehicles may be sat idle at another location. The use of vehicle tracking has evolved within some areas, e.g. waste, utilising the full benefits of the system to redevelop rounds and routes to maintain cost effective services to our customers, and to enable prompt resolution of any incidents as they occur. To this end staff

need to be aware that the tracking devices are in place, their purpose, and when the information can be used.

7. The policy also refers to other devices which may be monitored where appropriate, such as hand held devices and council owned tablets and smartphones to ensure transparency.

Main considerations for the council

8. In line with the above, the policy includes the following sections:
 - Use of CCTV
 - Where CCTV is installed
 - Evidence from CCTV footage
 - Storage of footage
 - Covert CCTV monitoring
 - Vehicle tracking devices
 - Evidence from Vehicle tracking devices
 - Hand held devices
 - Roles and responsibilities
9. The policy has been produced in consultation with the legal team and the information services/data protection teams to ensure there is no breach of the Data Protection Act or the Human Rights Act and that the council is acting fairly and lawfully.
10. It highlights that when new methods of monitoring are introduced – CCTV or vehicle tracking – affected staff will be fully informed, ensuring that they understand the purpose of the monitoring and how the information will be used.
11. When recorded data is used as evidence as part of a disciplinary process, the policy highlights what evidence can be used and when, ensuring data protection principles are followed and that data is only disclosed to the people who need to have access to it, in line with Wiltshire Council CCTV code of practice.

Consultation

12. The policy was approved and ratified by JCC on 10th June 2015 following consultation with FM, HR, the legal team, union representatives and other key stakeholders.

Environmental Impact of the Proposal

13. None

Equalities Impact of the Proposal

14. No negative impacts have been identified.

Risk Assessment

15. None

Options considered

16. None

Recommendation

17. To recommend that Staffing Policy Committee approve the CCTV and vehicle monitoring policy.

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The following unpublished documents have been relied on in the preparation of this report: None