

EASTLEIGH BOROUGH COUNCIL

CCTV SCHEME

MANAGEMENT & OPERATION

CODE OF PRACTICE

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EASTLEIGH BOROUGH COUNCIL CCTV SYSTEMS MANAGEMENT AND OPERATION

CODE OF PRACTICE

1.0 INTRODUCTION

This Code of Practice is to control the management, operation and use of all the Closed Circuit Television (CCTV) Systems under the control of Eastleigh Borough Council and its associated Control Centre – see Appendix C.

This Code was prepared in consultation with representatives of Eastleigh Borough Council users, traders, residents and visitors, the Police and other contributors to the legal process. It takes account of guidelines proposed by Liberty (the National Council for Civil Liberties), the Local Government Information Unit and British Standard 7958: 1999. This Code of Practice accords with relevant legislation including the Data Protection Act 1998, the Human Rights Act 1998, The Regulation of Investigatory Powers Act 2000, The Freedom of Information Act 2000, The Police and Criminal Evidence Act 1984 and the Criminal Procedures and Investigations Act 1996.

The code will be subject to periodic review following consultation with interested parties to ensure it continues to reflect the public interest. Regular meetings will be held to ensure appropriate liaison is maintained and problems identified and remedied. No changes to the purposes of the scheme will be made without full approval of all participants.

This Code of Practice relates to all areas within the borough boundary in respect of which there is CCTV coverage provided by the Council. It includes all public, semi public and private areas for which the Council has responsibility.

The Code will be supplemented by an Operational Procedures Manual, which gives details of all aspects of Control Centre operation, thus ensuring the objectives and principles set out in this Code of Practice receive strict compliance.

This Code of Practice is a public document. Arrangements for its inspection should be made by the Parking services Manager, to whom complaints should be made relating to the CCTV system. Information on how to record a complaint is retained at Eastleigh Borough Council offices. Complaints should be addressed to the Parking services Manager in the first instance.

It is a condition of acceptance as a partner that users of CCTV demonstrate commitment to operate in accordance with this Code by signing the required CCTV Council Pledge.

This Code of Practice is supplemented by an Operational Procedures Manual prepared in accordance with BS7958: 1999, which covers management and reporting functions including:

Administration	Data handling
Staffing	Observation and incident protocol
Documentation	Maintenance and faults
Control Centre operations	Standard forms
Access and security screening	Training and Licensing of staff

2.0 TERMS AND DEFINITIONS

For the purposes of British Standard 7958: 1999 the terms and definitions given in BS 7499: 1998 and BS5979 apply, together with the following.

2.1 CCTV Control Room (CCTV Control Centre)

Area in building where CCTV data is monitored, retrieved and analysed.

2.2 CCTV Scheme

Totality of arrangements for closed circuit television in a locality including, but not limited to, the technological system, staff and operational procedures.

2.3 Observation Mode

Mode of operation of a CCTV system, whereby monitoring is carried out live, the sole purpose of which is to observe an operation in real time and not to record, hold in memory, or print the information received.

2.4 Retrieval System

CCTV system having the capability, in any medium, of effectively capturing data that can later be retrieved, viewed or processed.

2.5 CCTV System

Surveillance items comprising cameras and associated equipment for monitoring, transmission and controlling purposes, for use in a defined security zone.

2.6 Distributed System

Sub system, any part of which may be linked temporarily or permanently for remote monitoring within the CCTV system.

2.7 Data

All information, including that about a person.

2.8 Incident

Activity that raises concern that an offence has been, is being or is about to be, committed, or that an occurrence has taken place warranting specific action by an operator. Additionally, for the purposes of this scheme, an incident is defined as:

Any event or occurrence monitored by a controller in respect of which information needs to be passed to another source to generate a response.

OR

A request by an authorised person or body, to monitor specific events or activity, which accord with the purposes and key objectives of the scheme.

Note: The provisions of the Regulation of Investigatory Powers Act 2000 may be relevant to such requests. Please refer to Operational Procedures Manual Section 2.

2.9 Owner

Legal person or entity, agency or individual designated and trained as having direct responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme, as defined by the owner of the scheme.

2.10 Manager

Person or persons designated and trained as having direct responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme, as defined by the owner of the scheme.

2.11 Supervisor

Person specifically designated, trained and authorised by the owner of a scheme to ensure that at all times the system is operated in accordance with the code of practice and any procedural instruction issued by the owner or manager.

2.12 Operator

Person specifically designated and authorised by the owner of a CCTV scheme to carry out physical operation of controlling that system.

2.13 Recording Material

Any medium that has the capacity to store data, and from which data can later be recalled, irrespective of time.

2.14 Recorded Material

Any data recorded on any medium that has the capacity to store data and from which data can later be recalled irrespective of time.

2.15 Hard Copy Print

Paper copy of an image or images, which already exist on recorded material.

2.16 Directed Covert Surveillance

This is defined under Section 26 of the Regulation of Investigatory Powers Act 2000. It relates to covert surveillance for specific purposes where the gathering of private information is a likely outcome. The full definition and Operational Procedures are to be found within the Operational Procedures Manual.

3.0 **BACKGROUND**

Eastleigh Borough Council has installed comprehensive CCTV systems, capable of expansion. Cameras have been installed within identified target areas, all of which are continually monitored at a central Control Centre.

Community Safety is defined as any intervention, which deals with anti-social behaviour and fear, which affects the quality of life of individuals and communities.

The aim of Public Area CCTV throughout the areas of coverage is:

"To provide a safe, public environment for the benefit of those who live, trade, visit, service and enjoy the facilities of the area covered by Eastleigh Borough Council CCTV scheme"

The equipment is owned and operated by Eastleigh Borough Council. The Control Centre is located within The Borough and staffed by suitably trained and vetted personnel. The equipment is managed by the Parking Services Manager, who has prime responsibility for compliance with the purposes and objectives and for the management and security of the scheme.

4.0 **PURPOSES OF EASTLEIGH BOROUGH COUNCIL CCTV SCHEME**

4.1 **STATEMENT OF PURPOSE**

This CCTV scheme will be operated fairly within applicable law, and only for the purposes for which it was established, or subsequently agreed in accordance with this Code.

Each participant in the scheme including the Police is and remains bound by the Code of Practice, and any subsequent amendments thereto.

The CCTV scheme is intended to view and monitor activity in the public spaces within the area of coverage. Safeguards are installed in the system to allow cameras only to pan past, and not be focused on homes and other private areas where there is no public access. Controllers will be required by the manager or auditor to justify their decision to view or record any particular individual, group of people or property.

Every effort has been made in the planning and design of the CCTV system to provide maximum effectiveness within the current area of coverage, or such additional areas, which may subsequently form part of the system. It is not possible to guarantee the system will see or provide evidence of every incident, which takes place within the target area.

No liability is placed on the operators in detecting all offences, which occur within the target area.

5.0 COUNCIL OBJECTIVES STATEMENT

The following are the objectives upon which the Council has decided to introduce a CCTV System for Eastleigh Town Centre:

- (a) Reducing the fear of crime, promoting community safety and stimulating continuing economic growth within the community.
- (b) Encouraging the use of public and commercial facilities within the Town Centre, assisting in the maintenance of public order and reducing offences involving vandalism and nuisance.
- (c) Assisting in the reduction and prevention of crime.
- (d) Providing high quality evidence which may be used by the Police to prosecute offenders.
- (e) Protecting property.
- (f) Assisting in Town Centre Management in such areas as the Council considers appropriate.
- (g) Assisting motorists when using the pay on foot parking system.

The Council is committed to monitoring, reviewing and enhancing its CCTV facilities in order to ensure and improve their effectiveness.

6.0 REVISION AND CHANGE TO CODE OF PRACTICE

Revision and change will occur following regular evaluation of the Code of Practice.

Major changes of whatever type must be agreed by Eastleigh Borough Council within the scheme as appropriate. The agreement of the Police should be sought, if relevant, together with any other group or body having a role in the management and operation of the scheme. A major change is one that will have a significant effect on the Code or the operation of the CCTV system. This may include technological changes. Minor changes are those required for clarification only and may be agreed by senior Managers in consultation with the Council.

7.0 CAMERA LOCATIONS

Cameras are strategically placed throughout the areas of coverage and a list of locations is shown in appendix c.

8.0 SIGNAGE

Signs will be installed in and around the areas covered by the CCTV system. They will be of a set size and should contain the following information:

Where no visual representation of a camera is present, the signs will identify The Data Controller and the scheme owners, together with a contact telephone number. Smaller signs will supplement the above within the area of coverage. The placing of such signs is an important aspect of the principles of The Data Protection Act 1998.

The signs should read "Closed Circuit Television (CCTV) is in operation", images are being recorded for the purposes of crime prevention and public safety. Please contact the parking services manager for further information about the scheme. This scheme is controlled by Eastleigh Borough Council.

9.0 DUMMY CAMERAS

Public confidence is based upon effectively operating cameras. Dummy cameras are not used within any CCTV schemes operated by Eastleigh Borough Council.

10.0 CONTROL CENTRE MANAGEMENT AND OPERATION

The CCTV cameras within the identified areas of coverage will be controlled and monitored at a Control Centre within The Borough throughout 24 hours, each day of the year.

All persons employed or considered for employment in the Control Centre will be required to disclose past criminal convictions (and, if appointed, any future convictions) so the Management may decide whether the offence has a bearing on the nature of the appointment. They should be screened in accordance with BS7858. 2006

The Job Specification of Control Centre Personnel will be applied fairly in recruitment and will include a requirement to attend court, where necessary, to give evidence in connection with any incident recorded in the Control Centre. All controllers shall be trained to the appropriate level as defined in The Private Security Industry Act, and licensed accordingly by the Security Industry Authority (SIA). All line Managers shall also be licensed by the SIA.

The normal supervisory and disciplinary procedures will apply to the Manager and all operator staff to ensure compliance with their responsibilities in accordance with this Code.

Monitoring equipment is not provided directly to the Police. There is however a dedicated audio link which will allow the Police to monitor incidents when alerted by Control Centre.

When incidents identified by the "retrieval CCTV system", are passed to the Police for attention, the level of response will be decided by the Police, using their existing criteria, when responding to calls for police assistance. There will usually be no requirement to operate the system in "observation mode".

The Parking Services Manager is responsible for the day to day management of the Control Centre. That nominated manager is authorised to decide when access into the Control Centre is to be permitted. This will normally be the Council and their appointed advisers, appointed operators and any Police Officer duly authorised by the Duty Officer at the Police Station local to the scheme. Police Officers will receive authorisation to carry out the express requirement to take written statements from operators who recorded specific incidents being investigated, or to collect or return recorded images being considered for use for evidential purposes.

The Parking Services Manager is authorised to use discretion to allow others into the Control Centre on bona fide business, e.g. contractors carrying out repairs and maintenance and any accompanied visitors.

A detailed log will be maintained in the Control Centre to record the names of all persons entering the Control Centre, their business, and times of arrival and departure. The signature of each visitor shall be obtained before admittance. The signature shall imply agreement that confidentiality shall be maintained relating to all information seen, heard or overheard whilst within the Control Centre.

11.0 CONTROL CENTRE - SECURITY

The Control Centre doors will remain locked at all times. Access will be strictly controlled from within.

Controllers must satisfy themselves of the identity of any person seeking access. Any cases of doubt will not be allowed access and the matter reported to the Police and/or the Parking Services Manager.

12.0 OWNERSHIP/COPYRIGHT ISSUES

All property in the Control Centre, including recorded images is owned by Eastleigh Borough Council, who also owns copyright of the images recorded on the recording equipment.

This scheme is registered under The Data Protection Act 1998. The Data Controller is Eastleigh Borough Council. All data will be processed in accordance with the stated purposes and in line with a document agreed between The Data Controller and the Chief of Police, thus ensuring compliance with the Act.

The images recorded in the Control Centre will be used only by the Council or the Police and then only in secure conditions for the purpose specified at section 13.0.

Individuals (data subjects) may be allowed access to information held about them. A standard 'Subject Access Request Form' should be completed and dealt with by the Town Centre Manager (the Data Controller) who will decide whether the request should receive compliance.

The Parking Services Manager must complete documentation, together with reasons for refusal in the event of non-compliance with the request.

The 'Subject Access Request Form' is available at Council offices during normal office hours. The telephone number to be used to request such a form is(See Appendix A for sample document).

A separate leaflet should be supplied with the 'Subject Access Request Form' which describes the types of images, which are recorded and retained, and information about the disclosure policy.

Complaints about the use of the CCTV scheme are dealt with in section 1.

The scheme Operational Procedures Manual contains more specific instructions to ensure compliance with all relevant provisions of The Data Protection Act 1998. This includes the release of data in compliance with the principles of the Act. Material released to a third party, for the purposes of crime prevention, or detection, should be governed by prior written agreement with the Chief Officer of Police.

13.0 USE OF DOWNLOADED IMAGES

A catalogued library of high quality, downloaded recorded images will be maintained in the Control Centre for use as appropriate. Blank discs will be retained in stock, to allow for replacements, when downloaded discs are retained, by the Police, for evidential purposes.

At a pre-set time each day, the equipment used to download images should be checked to ensure it is in good working order and that the time and date generator is correctly set. This task should be certified in the daily log.

14.0 CATALOGUING OF DOWNLOADED DISCS

Each downloaded disc will be given a unique reference number.

The Operators Manual contains a precise procedure for logging the use of each individual downloaded disc and for logging the "specified purpose" when the disc is released to the Police.

The downloaded disc log will be stored securely in the Control Centre.

15.0 ERASURE OF RECORDED IMAGES

Any recording made, which is not required by the police for evidential purposes, will be automatically overwritten 31 days after recording.

16.0 STORAGE OF TRANSFERRED IMAGES

Recorded images will be stored in a secure cabinet to ensure that there is no unauthorised access or possibility of accidental damage. The storage space should be dust and moisture free, kept at constant temperature and electro-magnetically masked. **Only the Parking services Manager and Control Centre staff have authorised access to the cabinet and discs.**

17.0 USE OF SOUND

No sound will be recorded in public places, and no sound recording equipment will be installed or incorporated in subsequent development or upgrading.

Where two way conversations take place between a controller and a publicly placed Help Point, there is a clear responsibility on the part of the Controller to respond to the wishes of the help point user.

There is, however, no facility to record the sounds of such conversation. A record will be made by the Controller of all requests received via help points the salient parts of which will be entered in the Controllers written log.

18.0 USE OF AND ACCESS TO RECORDED MATERIAL

Recorded material will be used only for the purposes defined in this Code of Practice. It should be of the high quality required to satisfy evidential requirements and the Data Protection Act 1998.

Access to such material will only take place in accordance with procedures defined in this Code of Practice. The procedure for dealing with Subject Access is included in Appendix A of this Code of Practise.

Recorded material will not be sold or otherwise used for commercial purposes or the provision of entertainment.

Public showing of recorded material will only be allowed in compliance with Police needs connected with an investigation and only then in accordance with the Codes of Practice of The Police and Criminal Evidence Act 1984. or any other circumstance provided by law. The required release document must clearly state the intended use and time scales. Any required editing out of irrelevant subject matter should be passed for approval to the Data Controller (on behalf of the Chief Executive).

19.0 CONTROL CENTRE - PROCEDURE FOR DEALING WITH INCIDENTS SEEN BY OPERATORS

If, during monitoring in the Control Centre, an operator sees an incident which involves, or appears to involve, criminal activity, the operator will immediately alert the Controller at the Police Control Room using the discrete means of communication provided. The Police will immediately assume responsibility for investigating the incident and deciding upon all further action to be taken.

The Control Centre Operator will log the details of the incident and the communication with the Police Controller (including time, date, details of what was seen and the name of the Police Officer contacted).

Other departments with Prosecution powers such as Revenue and Customs or Health and Safety Executive, may make requests for evidence through Eastleigh Borough Council.

If, during monitoring, an operator sees an incident, which does not involve, or appear to involve, criminal activity (traffic congestion, damage or obstruction) the operator will alert the appropriate staff member in the relevant department, whose responsibility it will be to investigate the report and take all necessary remedial action.

The Control Centre Operator will log the details of the incident and the reporting line used.

20.0 POLICE USE OF RECORDED IMAGES

When the Police have reasonable cause to believe that an incident has been recorded which involves, or may involve, criminal activity, a Police Officer duly authorised by the [Detective Inspector or Duty Officer] will be handed the downloaded disc, against signature and in accordance with strict procedures.

All recorded material, which has been viewed by an 'Investigating Officer' or a 'Disclosure Officer' of a statutory prosecuting agency under the Criminal Procedures and Investigations Act 1996, shall be classified as either:

Evidential material
OR
Potential unused material

In any event it may be regarded as "negative evidence"

A Working Copy of all material so viewed and deemed to be potential unused material, shall be made, recording 10 minutes either side of the incident. The Investigating Officer must sign a disclaimer form before the working copy may be removed from the Control Centre. The disclaimer must state that the working copy contains unused material and that there is no further need to retain the originally recording of images past the time when they would be 'overwritten' on the Hard Disc Drive. A subsequent statement that "no relevant images were recorded" is deemed to be inadequate. The officer should have the disc, which covers the incident or the relevant time, in support of such a statement.

In the circumstances specified in paragraph 12.1, the disc will then be released by the Control Centre, but ownership and copyright remains with the scheme owners (see paragraph 9.3). The disc shall at no time be used for anything other than the purpose specified and identified, when the disc is released by the Control Centre to the Police.

For any downloaded disc to be used as evidence in any criminal proceedings, there must be evidence of continuity of handling of the images from the time it was first recorded in the Control Centre to its production in Court as evidence. Paragraph 9.11 above on cataloguing of downloaded discs covers the logging procedures within the Control Centre. Any disc released from the Control Centre to the Police will be placed in a sealed exhibit bag by the Police Officer before leaving the Control Centre. The disc will be kept secure at all times thereafter and will be recorded and dealt with in accordance with existing Police procedures for evidence management.

The downloaded disc exhibited in Court as evidence must be the Master (as defined in the Operational Procedures Manual). There must be no editing, or recording from other sources. However, while the original downloaded disc is in Police possession, Police may take one working copy of the disc and a second copy of the disc to be used as disclosure material to the defence. Written statements will be required from the Police Officers as supporting evidence on copying and other handling of the transferred images onto the disc.

The Police have specialist facilities for disc copying.

Note: Recorded images owned and managed outside Local Authority Control may require to be processed by copying or the production of still images.

The Information Commissioner has approved a process whereby Local Authorities may process data on behalf of a third party Data Controller for policing purposes.

The process will ensure that the third party Data Controller, the Data Processor (Local Authority) and the Police will be seen to have made every effort to comply with the seventh principle of data protection law.

If a person is monitoring the CCTV system when an incident occurs, the evidence of what was seen on the monitor will be admissible in Court, as supporting evidence to the recording itself. The provision of such statements should however be restricted in all but specific instances where there is an urgent need for such a statement, and no other means of corroboration is available. In these circumstances, a Police Officer duly authorised by the Duty Inspector of Police, will attend the Control Centre and obtain a statement from the person who witnessed the incident on the monitor.

The person in the Control Centre who was on duty and saw the incident and the person who transferred the images onto downloaded disc will also be required to make statements for court purposes.

At the conclusion of the use of any Master or Copy recording by the Police it will be returned to Eastleigh Borough Council unless the Court directs that it should be destroyed instead of being handed back to the owners. In the latter case a certificate of destruction will be provided by the police, to finalise the audit trail relating to those downloaded images

21.0 PROVISION OF RECORDED STILLS

A Police Officer may request the owners to produce still frame images from recordings. All such stills will be indexed and recorded and a file copy retained at the Control Centre. Ownership/copyright remains with Eastleigh Borough Council, in exactly the same way as recorded footage.

The operator's manual will include a defined procedure for logging still images, which are produced from the recorded images (including dates, times and names of operators producing the photographs).

Any still image released from the Control Centre to the Police will be kept secure and its handling logged, following the procedures set out in paragraphs 13.2 or 13.4 above in respect of recorded images.

22.0 EASTLEIGH BOROUGH COUNCIL USE OF RECORDED IMAGES

A Council staff member may ask the Parking Services Manager to view the recording of a specified incident which does not involve, or appear to involve, criminal activity but which may involve the management services for which the officer is responsible (e.g. traffic congestion, damage or obstruction), if either -

- a) During monitoring, a Control Centre Operator has seen the incident and alerted the relevant staff member.
- b) The Council staff member is made aware of incidents by any other means, but in no circumstances will the recorded images be removed from the Control Centre or copied for use outside the Control Centre

A log will be kept in the Control Centre of any such viewings.

No other viewings by any person not authorised, will be permitted.

23.0 EVALUATION, MONITORING AND AUDIT OF SCHEME

The scheme owners should arrange for independent evaluation to establish whether the purposes as stated are receiving compliance and whether the objectives are being achieved.

The process should include:

- Assessment of impact on crime
- Assessment of neighbouring areas without CCTV
- Views of the public
- Operation of the Code of Practice

- Whether the purposes and key objectives remain valid
- Complaints received relating to scheme use
- Data protection and legal requirements
- Maintenance schedule and performance test of the system

Evaluation should be provided for in annual budgetary considerations.

An Report will be compiled and made available for public information by the Council, or their advisers. The topics covered within the report should include details of the following:

- A description of the scheme and the geographical area(s) of operation
- The scheme's policy statement
- The purpose and scope of the scheme
- Any changes to the operation or management of the CCTV scheme
- Any changes that have been made to the policy
- Any proposals to expand or reduce the operation of the scheme
- The aims and objectives for the next 12 months

The annual report should also provide details of the scheme's achievements during the previous 12 months, which may be based on information already held by the scheme. The assessment of the scheme's performance should include:

- The number of incidents recorded by the scheme
- The number of incidents reported to the Police and, where appropriate, other bodies, e.g. the local authority
- An assessment of the CCTV scheme's impact on crime levels, and types of crime in the area covered by the scheme.

APPENDIX A

Eastleigh Borough Council – CCTV Code Of Practice DATA PROTECTION ACT 1998

How to apply for information held by Eastleigh Borough Council under the Data Protection Act 1998

Your Rights

You have a right to be told whether any of the recorded images held identify you.

The Data Controller will only give that information if they are satisfied as to your identity. They do not have to give any information identifying someone else, unless that person agrees. If you think recorded images may be held about you which may also identify another person, you need to obtain that person's agreement and send it with your application. If such agreement is not possible or not obtained it may be necessary to arrange for third party images to be disguised or blurred.

Data Controllers Rights

You will not be entitled to receive information held on computer where that information is held for:

- The prevention or detection of crime
- The apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of these purposes (Section 29). NOTE: It may be necessary for us to consult Hampshire Constabulary before forwarding the information subject of this application. The fee to apply for information is £10.00. Cheques should be made payable to Eastleigh Borough Council.

Proof of Identity

To help establish your identity, your application must include originals of two official documents which between them clearly show your name, address and date of birth. For example: driving licence, medical card, birth certificate, passport, etc.

Submitting the Completed Application Form

When you have completed the application form, please forward it with the appropriate proof of identity and fee to:

Head of Legal and Democratic Services
Eastleigh Borough Council
Eastleigh House
Upper Market Street
Eastleigh
SO50 9YN

Applications may take up to 40 days to process.

Section 1 Personal Details

(to be completed in all cases using block capitals)

Title: Mr/Mrs/Miss/Other)

Surname/Family Name

First Name(s)

Former Name(s) _____

Sex (Male/Female) Date of Birth.....

Place of Birth (Town) (County)

Height

Home Address: (this is the address to which all replies will be sent unless you specify otherwise)

Home Address: (this is the address to which all replies will be sent unless you specifically indicate otherwise)

If you have lived at the above address for less than 10 years please give your previous address(es) for that period below:-

Section 2 Type of Information Held

Eastleigh Borough Council holds only information relating to recorded images for 31 days, unless requested otherwise by the Police as part of their investigations. The Police National Computer holds information relating to prosecution/conviction history. This information is not held by the Council. You will need to make a separate application to Hampshire Constabulary for access to prosecution/conviction history.

Hampshire Constabulary systems hold information which cover a range of purposes. For example, incident recording and resource allocation, crime recording, cautions, fixed penalty, prisoner handling, domestic incidents, traffic process, warrant, firearms, internal discipline and complaints personnel.

If you require access to Hampshire Constabulary systems you are required to complete a separate application. Please include dates and places of incident(s), the type of incident and why you think the police hold information about you.

In relation to this application dealing solely with recorded images, were you:

The person reporting an offence or incident (yes/no)

A witness to an offence or incident (yes/no).....

A person accused or convicted of an offence (yes/no).....

A victim of an offence (yes/no).....

Other (please explain) - Please give details of date, time and location of incident and any other information, including your description of clothing worn at the time of the incident

.....
.....
.....

Should the information you require relate to your vehicle, please supply details of make, model and registration number

.....
.....
.....

CHECKLIST

Before sending your application, please ensure you have completed the following:

- (a) Completed all sections of the form
- (b) Enclosed your identification documents
- (c) Signed the enclosed form
- (d) Enclosed the £10.00 fee

HELP DESK

If you have difficulty completing this application form please contact the Help Desk at Eastleigh Borough Council where assistance and/or reference to the Data Controller or the Town Centre Manager may be possible.

DECLARATION (to be signed by the applicant)

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

Signed by Date

WARNING A person who impersonates or attempts to impersonate another may be guilty of an offence

MORE INFORMATION

These notes are only a guide. The law is set out in the Data Protection Act 1998, a copy of which is available from H.M.S.O. Further information and advice may be obtained from:-

The Office of Information Commissioners
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 01625 545745

NB This application for access to information must be made direct to Eastleigh Borough Council and **NOT** to the Information Commissioner.

FOR OFFICIAL USE ONLY

Application checked (yes/no)

Date application received

Details of identity document(s)

Identity document(s) checked (yes/no).....

Type of document(s): Driving Licence / Passport / Medical Card / Birth Certificate / Marriage Certificate / Other:

Document(s) returned (yes/no)

Method of Payment

Cheque / Cash / Postal Order

Receipt Number

Data Controller (Manager) Completing This Section

Name

Signature.....

**DECLARATION BY CONTROLLERS
OF EASTLEIGH BOROUGH COUNCIL
CLOSED CIRCUIT TELEVISION SCHEME**

I have read and been instructed in the contents of The Code of Practice and the Associated Operations Manual in respect of Eastleigh Borough Council CCTV Scheme.

I understand the implications relating to the rights of the individual and will maintain absolute confidentiality respecting all information, which comes within my knowledge during, or as a result of my employment in controlling and monitoring the scheme.

I am in receipt of, and fully accept the terms of the Job Description in respect of Control Centre Personnel.

Signed Controller

Witnessed on behalf of
Eastleigh Borough Council

Date

APPENDIX C

EASTLEIGH BOROUGH COUNCIL CAMERAS AND LOCATIONS									
CAMERA	LOCATION	CAMERA	LOCATION	CAMERA	LOCATION	CAMERA	LOCATION	Southampton Rd Stairwell	
1	High st/wells place	34	Swan link	67	Outside Exit 1	100	MS Level 6 PTZ	221	Basement
2	High street	35	TCO cash office	68	Outside Exit 2	101	MS Level 6 PTZ	222	Level 2
3	High st/leigh rd	36	TCO Shop	69	Inside POF 1	102	MS Level 7 PTZ	223	1/2 Landing 2-4
4	Back Sainsburys	37	TCO back	70	Inside POF 2	103	MS Level 7 PTZ	224	Level 4
5	Leigh rd/ Market st	38	Blenheim ramp	71	Inside POF 3	104	MS Level 8 PTZ	225	1/2 Landing 4-6
6	Market st	39	Back Salvation Army	72	Inside POF 4	105	MS Level 8 PTZ	226	Level 6
7	Market st/Wells pl	40	Factory rd	73	Inside POF 5	106	MS Level 9 PTZ	227	1/2 Landing 6-8
8	Blenheim rd	41	Desborough Rd	74	Inside POF 6	107	MS Level 9 PTZ	228	Level 8
9	Mitchell rd	42	Cranbury Rd	75	Inside POF 7	108	MS Level 10 PTZ	229	1/2 landing 8-10
10	Wells rd	43	Chamberlayne Rd	76	Inside Entry 1	109	MS Level 10 PTZ	230	Level 10
11	Upper Market st	44	Nutbeam Rd	77	Inside Entry 2	110	MS Level 11 PTZ	231	1/2 Landing 10-12
12	Train St/Soton rd	45	Pirelli way	78	Inside Entry 3	111	MS Level 11 PTZ	232	Level 12
13	Southampton rd	46	Pirelli way	79	MS Bi-Di Fixed	112	MS Rooftop PTZ		
14	Southampton rd	47	Pirelli way	80	MS Entry Fixed	113	Soton Ramp down	Dal 9 Recorder	
15	Wells Place	48	Pirelli way	81	MS Exit Fixed	114	Soton Ramp Up	Entry	Inside Main Entry
16	Leigh rd	49	Brightwire cresent	82	MS Bi-Di Fixed			Bi-Di Entry	Inside Bi-Di Entry
17	Leigh rd	50	Brightwire cresent	83	POF 8/9 Fixed			Exit	Inside Main Exit
18	Leigh rd	51	Brightwire cresent	84	MS Toilets Fixed			Bi-Di Exit	Inside Bi-Di Exit
19	Leigh rd	52	Inside Exit 1	85	POF 10/11 Fixed			POF 8	Inside POF 8
20	Park	53	Inside Exit 2	86	Level 2 Door Fixed	Mitchell Rd Stairwell		POF 9	Inside POF 9
21	Hanns Way	54	Outside POF 2	87	MS Basement PTZ	201	Basement	POF 10	Inside POF 10
22	Wells Road	55	Outside POF 3	88	MS Basement PTZ	202	Level 2	POF 11	Inside POF 11
23	Bus Station/Toilets	56	Outside POF 4/5	89	MS Entrance PTZ	203	Level 3		
24	Bus Station/Leigh Rd	57	Outside POF 4/5	90	MS Exit PTZ	204	Level 4		
25	Upper Market st	58	Outside POF 6/7	91	MS Ground PTZ	205	Level 5		
26	Lidl	59	Outside POF 6/7	91	MS Level 2 PTZ	206	Level 6		
27	Lidl	60	Outside Entry 1	93	MS Level 2 PTZ	207	Level 7		
28	Back Lidl	61	Upper Northam Rd	94	MS Lenel 3 PTZ	208	Level 8		
29	Lidl/ Fixed	62	Lower Northam Rd	95	MS Level 3 PTZ	209	Level 9		
30	Lidl/ Fixed	63	Lower Northam Rd	96	MS Level 4 PTZ	210	Level 10		
31	Review Link	64	St Johns Rd	97	MS Level 4 PTZ	211	Level 11		
32	Back door CCTV	65	Outside Entry 2	98	MS Level 5 PTZ	212	1/2 Landing Level 12		
33	TCO	66	Outside POF 1	99	MS Level 5 PTZ	213	Level 12 to Top		