



SURVEILLANCE CAMERA POLICY

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1. Introduction

1.1 Aim of Policy/Procedure

The purpose of this Policy is to regulate the management, operation and use of surveillance camera systems which are operated by Antrim and Newtownabbey Borough Council. Systems in use include:

- CCTV cameras on Council owned buildings and facilities
- Town Centre CCTV cameras
- In vehicle all round vision cameras
- Body Worn Video (BWV)

CCTV systems at Council assets and Town Centre are currently under review and this policy will be amended to reflect the outcome of the review.

1.2 Context/background

This document sets out the accepted use and management of the surveillance camera equipment and images to ensure the Council complies with the Data Protection Act 2018 and GDPR 2016, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 (when applicable).

This Policy has been designed to inform staff and the public about the safeguards in place with regard to the operation of, and access to, the surveillance camera systems and the resultant images.

The Policy has been produced in line with the Information Commissioner's Code of Practice "In the Picture: A data protection code of practice for surveillance cameras and personal information" (version 1.2 20170609).

2. Scope

This policy applies to all surveillance camera systems, whether digital (recommended) or analogue.

2.1 Roles and responsibilities

CCTV - The use of CCTV cameras at Council owned assets and Town Centre CCTV cameras is currently under review and if required the policy will be amended to reflect the outcome of the review. The Head of Property and Building Services has overall responsibility for the maintenance and the contract management of maintenance providers of CCTV cameras at Council facilities. Daily checks to ensure cameras and recorders are operating as required is a delegated responsibility to each facility.

In vehicle all round vision cameras – Responsibility lies with the Head of Governance and Contract/Transport Manager.

Body Worn Video (BWV) - Responsibility lies with the Head of Environmental Health and the Environmental Health Manager (Environment).

2.2 Implementation/compliance

CCTV - This is currently under review and the policy will be amended to reflect the outcome of the review.

In vehicle all round vision cameras – Implementation and compliance lies with the Contract/Transport Manager.

Body Worn Video (BWV) - Implementation and compliance lies with the Environmental Health Manager (Environment).

3. Evaluation and review

Performance monitoring, including random operating checks, may be carried out by the Council's Internal Auditor. A periodic review of the Policy may be included within the Audit Plan to provide assurance over the operation of and adherence to the Policy and accompanying procedures. This would include ensuring all data requests comply with the authorisation and data handling processes stipulated. The Policy will be reviewed every year by the Corporate Information Governance Group.

Any breach of the Policy by Council staff will be investigated by the responsible Departmental Director, and appropriate action taken. This investigation should be carried out to identify the causes of any breach and to introduce actions to ensure that the situation does not arise again.

4. Consultation, Screening and Equality Impact Assessment

4.1 Consultation with Stakeholders

Consultation has been/will be carried out with Management and the Trade Unions.

4.2 Screening and Equality Impact Assessment

Section 75 of the Northern Ireland Act 1998 (the Act) requires Antrim and Newtownabbey Borough Council to comply with two statutory duties:

(1) Section 75 (1)

In carrying out our functions relating to Northern Ireland we are required to have due regard to the need to promote equality of opportunity between

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- men and women generally
- persons with a disability and persons without
- persons with dependents and persons without.

(2) Section 75 (2)

In addition, without prejudice to the obligations above, in carrying out our functions in relation to Northern Ireland we are required to have regard to

the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The policy has been screened for the need for an Equality Impact Assessment (EQIA). An EQIA was not recommended.

5. Surveillance Camera Policy

5.1 Purpose of the Surveillance Camera Policy

The purpose of this Policy is to regulate the management, operation and use of surveillance camera systems that are operated by Antrim and Newtownabbey Borough Council.

5.2 Purpose of Surveillance Camera systems

Each surveillance camera system will have its own site or task specific purposes. These will include some or all of the following:

- protect Council buildings and assets
- assist in the prevention and detection of crime
- assist with the identification, apprehension and prosecution of offenders
- monitor security of the Council buildings and safeguard Council assets
- safeguard employees during the course of their employment
- safeguard members of the public
- gather evidence by a fair and accountable method
- assist in staff disciplinary, grievance, formal complaints and Health & Safety investigations following an incident or formal complaint
- complying with agreed Health and Safety obligations

Systems in use include:

- CCTV cameras on Council owned buildings and facilities
- Town Centre CCTV cameras
- In vehicle all round vision cameras
- Body Worn Video (BWV)

Cameras will not be used to monitor the progress of staff or individuals in the ordinary course of lawful business in the area under surveillance. Nor are managers permitted to use the cameras to observe staff working practices or time keeping or to assist them in the day-to-day management of their staff unless in investigations.

Individuals will only be monitored if there is reasonable cause to suspect a criminal offence or breach of discipline or to investigate specific incidents. On the occasions when Council may wish to use surveillance covertly (i.e. without making people aware of it), the relevant Director will obtain CE approval.

5.3 Statement of intent

The Council will take a corporate approach to surveillance cameras. If a new system is to be purchased, or an amendment to the existing CCTV is to be made, CLT approval will be required using the form at Appendix 6.

The ICT Section, Property Services and the relevant services should be involved in the process to ensure any new system can integrate within the existing Information and Communications Technology (ICT) infrastructure.

It is a requirement under the Information Commissioner's Code of Practice that any equipment purchased is fit for purpose and will meet the purposes set down for the Scheme per site.

The Council will identify and document who is responsible for day-to-day compliance with this Policy.

The Surveillance Camera Policy will comply with the requirements of both the Data Protection Act 2018 and the Information Commissioner's Code of Practice.

5.4. Siting of cameras and signage

Cameras will be used to monitor activities in line with the identified purposes at section 5.2 above. Cameras will be sited correctly and fixed cameras will not intentionally focus on private homes, gardens and other areas of private property.

5.4.1 CCTV

All areas where CCTV is in use should be clearly signed to comply with the Data Protection Act. This is to inform people that they are about to enter an area covered by CCTV cameras or to remind them that they are still in an area covered by CCTV. CCTV signs should not be displayed in areas which do not have CCTV cameras.

Signs will state that the Council is responsible for the CCTV scheme, the purpose of the scheme, and who to contact regarding the Scheme with a contact number. The Information Governance Team can provide advice on appropriate wording.

5.4.2 In vehicle all round vision cameras

Each vehicle will have signs placed on the vehicle advising that images are being recorded.

5.4.3 Body Worn Video (BWV)

Clear signage will be displayed by a badge worn by the Council employee, to show that recording is taking place.

5.5. Viewing of recorded images

Access to and the disclosure of images recorded by surveillance cameras will be restricted and carefully controlled. The casual viewing or trawling of recorded images is strictly forbidden. Viewing must only be undertaken for specified, explicit and legitimate purposes. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The viewing of images will normally be requested either by the Police (see section 5.10), Service Managers or Head of Services, for example, conducting an

investigation into criminal activities, allegations of misconduct particularly in relation to allegations of harassment, health and safety at work including vehicle accidents or allegations of misconduct including those perceived as criminal (e.g. theft).

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this should be documented.

Images retained for evidence should be securely stored.

5.6. Disclosure

All internal requests for information from surveillance systems must be authorised by a Head of Service or Director.

All requests will be made on an internal Surveillance Camera Footage Request/Authorisation Form (see Appendix 1 and process at Appendix 4). These requests will be kept to a minimum to protect the privacy of individuals as far as possible and information will be retained confidentially by the Information Governance Team. Any queries regarding requests should be directed to the Information Governance Team. All requests will be allocated a unique reference number by the Information Governance Team and this will be recorded on the Surveillance Camera Footage Request/Authorisation Form. Recipients of footage must sign to indicate receipt.

All external requests must be made on the appropriate form (see section 5.9 and 5.10).

Once surveillance camera footage has been disclosed to a third party then the recipient becomes responsible for their copy. If the recipient is a relevant authority, it is then the recipient's responsibility to have regard to the legislative requirements in relation to any further disclosures.

The recipient of the disclosed surveillance camera footage must not use it for any purpose other than that for which it was requested. The footage must not be disclosed to an unauthorised person and there is an obligation upon the recipient to ensure that appropriate security measures are taken in respect of the disclosed material.

5.7 Quality of the images

It is Council's intention to ensure that images produced by the surveillance equipment will be as clear as possible so that they are effective for the purpose(s) for which they are intended.

The equipment and recording media should be monitored on a regular basis to ensure the quality of images held.

5.8 Recorded material procedures

In order to maintain and preserve the integrity of the recorded material used to record events from the hard drive and the facility to use them for any future purpose, if required, the following procedures for their use and retention must be adhered to:

- Each item of recorded material must be identified by the reference number allocated by the Information Governance Team.
- Before use each item on which images will be recorded must be cleaned of any previous recording.
- The person making the recording shall register the date and time of recorded material, including recorded material reference.
- Any recorded material required for evidential purposes must be copied, sealed, witnessed, signed by the requesting officer, dated and stored in a separate, secure recorded material store.
- If the recorded material is archived the reference must be noted.

5.9 Subject Access Requests from Staff or the General Public

Under the Data Protection Act 2018 individuals who are the subject of personal data are entitled to request access to it. This includes surveillance images where they are defined as personal data within the meaning of the Act.

All such requests for footage should be made using the external request form (see Appendix 2 and process at Appendix 5). All requests for personal data should be directed to the Information Governance Team. The Council has one month to respond to such requests once all appropriate documentation has been provided.

5.10 Requests from the Police and other Third Party Requests

The Police are entitled to view personal information about individuals if it is for the following purposes:

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

This is in line with the Data Protection Act 2018.

Requests must be made on the official Police issued Personal Data Request Form (see Appendix 3) and passed to the Information Governance Team.

Other authorities may also request personal data and such requests should be passed to the Information Governance Team immediately.

Should information be required to be retained for evidential purposes a record will be maintained by the Information Governance Team of the release of tapes/CDs to the Police or other authorised applicants. A register of requests will be maintained for this purpose.

5.11 Retaining information and processing images

It is important that images are not retained for longer than is considered necessary for the purpose for which they were processed. While images are retained, it is

essential that their integrity is maintained, for both evidential purposes and to protect the rights of those individuals captured in the images.

5.11.1 CCTV

Images should not be retained for longer than 30 days unless they are required for evidential purposes in legal proceedings, or in a disciplinary investigation, or other requested purpose. Under these circumstances the information should be retained securely by the requesting officer and clearly marked as to why it is being retained for a period exceeding 31 days. When the retention period has been reached recordings should be destroyed or wiped securely.

5.11.2 In Vehicle all round vision cameras

All round vision cameras will be on a loop feed and normal retention will be based on image quality settings. The present system recording time based on ignition on is noted to be 48hours. However, information will be retained if required for evidential purposes in legal proceedings, or in a disciplinary investigation, or other requested purpose.

5.11.3 Body Worn Video

Images will not be retained for longer than 30 days unless the BWV user has been the subject of an allegation of, or subjected to, physical/verbal assault.

5.12 Copyright

Antrim and Newtownabbey Borough Council retains the copyright to all recorded images and any still photographs produced from monitors operated by any of the Council's surveillance camera systems.

No image obtained from monitoring or recording activity can be reproduced by any individual or organisation without the permission of the appropriate Head of Service.

5.13 Complaints

Any complaints about the Council's surveillance systems should be addressed to the Customers Services Team via the Council's Customer Comment Forms.

A complaint can also be made to the Information Commissioner's Office.

5.14 Public information

This Policy will be available to the public via the Council's website at www.antrimandnewtownabbey.gov.uk

Any queries should be directed to the responsible officer, Liz Johnston, Head of Governance.

6. Appendices

Appendix 1 – Internal Surveillance Camera Footage Request/Authorisation Form

Appendix 2 – External Surveillance Camera Footage Request Form

Appendix 3 – PSNI Request Form

Appendix 4 – Process for internal Surveillance Camera Footage requests

Appendix 5 – Process for external Surveillance Camera Footage requests

Appendix 6 – Requests for installation and system amendments to CCTV

Appendix 1

Surveillance Camera Footage Internal Request/Authorisation Form

Ref No: SCF/____ / ____

Please complete Section 1 of this form, sign it and have it authorised by Head of Service/Director and forward to the Information Governance Team for processing

SECTION 1) REASON WHY FOOTAGE IS REQUIRED (please tick)

- | | | |
|-----------------------------------|--------------------------|---|
| a) Vandalism | <input type="checkbox"/> | Crime/Vandalism Report Ref No: _____ |
| b) Accident: | <input type="checkbox"/> | Accident Report Ref No: _____ |
| c) Internal Investigation | <input type="checkbox"/> | Authorisation <u>must</u> be obtained from the relevant |
| d) Other (please provide details) | <input type="checkbox"/> | Head of Service/Director before any footage is reviewed or extracted |

Type of footage: CCTV ☐
 All round vision camera ☐
 Body worn video ☐

Location of where footage is required from or vehicle reg:

Time period required for reviewing footage (ie 24 hrs, 48 hrs, etc after incident):

Date from: _____ Date to: _____ Time from: _____ Time to: _____

Officer making request

Name: _____ Job Title: _____

Signature: _____ Date: _____

HOS/Director Authorisation:

Name: _____ Job Title: _____

Signature: _____ Date: _____

Checked by Information Governance Team

Name: _____ Job Title: _____

Signature: _____ Date: _____

SECTION 2) EXTRACTION OF FOOTAGE (to be completed by Property and Building Services/Fleet Management/Environmental Health Section)

3.1) Was any footage extracted? Yes/No

If no, please tick the reason: Footage did not show the incident ☐ Image was unclear/blurry ☐

Other: _____

3.2) Name of Officer/External Company who extracted the footage:

3.3) Extracted footage should be placed on a CD and labelled with:

1) Vandalism/Accident Report/Staff Disciplinary Investigation/Other* Reference No. (*as applicable)2) Date of vandalism/accident/ Staff Disciplinary Investigation/Other* (*as applicable)3) Location of Vandalism/Accident/Staff Disciplinary Investigation/Other* (*as applicable)4) Reporting Officer's Name**If information is to be provided to a third party the Information Governance Team must be notified in advance**

3.4) Was a copy of the footage given to the PSNI? Yes/No If yes, please provide:

Police Officer's Name: _____ Rank: _____

Badge Number: _____

Station: _____ Police incident number if available: _____

3.5) Was a copy of the footage used or intended to be used in any Court proceedings? Yes/No

If yes, please provide details

_____**Person completing report for Property & Building Services/Fleet Management/Environmental Health Section**

Name: _____ Job Title: _____

Signature: _____ Date: _____

Head of Property & Building Services/Fleet Management/Environmental Health Section Authorisation

Name: _____ Job Title: _____

Signature: _____ Date: _____

Person receiving footage

Name: _____ Job Title: _____

Signature: _____ Date: _____

Appendix 2 – Surveillance Camera Footage External Request

Antrim and Newtownabbey Borough Council Subject Access Request Form for Surveillance Camera Footage Data Protection Act 2018

How to apply for access to information

Please note that surveillance camera recordings are only held for 31 days. Requests must be received within 25 days of the date for which the surveillance camera footage is requested in order to allow time for processing.

Complete all sections of the application form. Failure to do so may delay your application.

Section 1 Asks you to give information about yourself that will help the Council to confirm your identity. Antrim and Newtownabbey Borough Council has a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 Asks you to give as much information regarding the surveillance camera footage that you would like to have access to.

Section 3 Asks you to provide evidence of your identity by producing TWO official documents (one of which should be photographic and which between them clearly show your name, date of birth and current address) – copies are sufficient.

Section 4 Asks you to confirm whether you will accept just viewing the information or if you want a copy of the information

Section 5 You must sign the declaration

Information provided by you will be used to process your request. The Council's lawful basis for processing this information is compliance with our legal obligations under the Data Protection Act 2018. For more information see the Council website www.antrimandnewtownabbey.gov.uk

When you have completed and checked this form, take or send it together with the required TWO identification documents to:

Information Governance Manager,
Antrim and Newtownabbey Borough Council, Civic Centre, 50 Stiles Way, Antrim,
BT41 2UB

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. Antrim and

Newtownabbey Borough Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless:

- the other individual has consented to disclosure of information, or
- it is reasonable in all the circumstances to comply with the request without the consent of the other individual(s)

Antrim and Newtownabbey Borough Council Rights

Antrim and Newtownabbey Borough Council may deny access to information where the Act allows. The main exemptions in relation to surveillance camera footage are where the information may be likely to prejudice any of these purposes:

- Prevention and detection of crime
- Apprehension and prosecution of offenders

Antrim and Newtownabbey Borough Council
SUBJECT ACCESS REQUEST FORM FOR SURVEILLANCE CAMERA FOOTAGE

Section 1 About Yourself

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

1) Your Details

| | | | |
|-------------------------------|----------------------|-----------|----------------------|
| Date of Birth: | <input type="text"/> | Gender: | <input type="text"/> |
| Surname: | <input type="text"/> | Forename: | <input type="text"/> |
| Previous/alternative name(s): | <input type="text"/> | | |

1a) Current Address:

| | |
|-------------------------|----------------------|
| House Number and Street | <input type="text"/> |
| Town | <input type="text"/> |
| County | <input type="text"/> |
| Postcode | <input type="text"/> |
| Telephone Number | <input type="text"/> |
| Email address | <input type="text"/> |

1b) Previous address (Please complete if you have lived at the above address for less than 10 years)

| | |
|-------------------------|----------------------|
| House Number and Street | <input type="text"/> |
| Town | <input type="text"/> |
| County | <input type="text"/> |
| Postcode | <input type="text"/> |

Section 2 **Help us find the information**

In order to find the information you are looking for please complete the following:

Were you: (please tick below)

A person reporting an offence or incident ☐

A witness to an offence or incident ☐

A victim of an offence ☐

A person accused or convicted of an offence ☐

Other ☐

Details of incident/surveillance camera footage required

Date(s) and times(s) of incident _____

Place incident occurred _____

Section 3 Proof of Identity

To help establish your identity your application must be accompanied by TWO official documents (one of which should be photographic) and that between them clearly show your name, date of birth and current address. For example, a birth/adoption certificate, driving license, medical card, passport or other official document that shows your name and address. Copies are sufficient.

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

Section 4

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

- (a) View the information & receive a permanent copy ☐
- or
- (b) Only view the information ☐
- or
- (c) Only receive a permanent copy ☐

Section 5 **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.

Signature: _____ Date: _____

Antrim and Newtownabbey Borough Council will use your information for tracing the relevant surveillance camera footage, should it exist, and the information will be processed in a manner compatible with the Data Protection Act 2018. Any disclosures or sharing of information will only take place where required or permitted by law.

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

Antrim and Newtownabbey Borough Council will reply and set the start date for the one month period in which to respond to the request once the Council is satisfied upon the matters above and all sections have been completed and all appropriate documentation forwarded.

Checklist

Have you completed all of the appropriate sections?

☐

Have you signed the form?

☐

Have you enclosed appropriate documents to confirm your identity?

☐

Completed forms should be returned to:

**Information Governance Manager,
Antrim and Newtownabbey Borough Council,
Civic Centre,
50 Stiles Way,
Antrim, BT41 2UB**

ANBC use only:

Date form received: _____

Adequate ID received: _____

Signed: _____

Date: _____

Was any surveillance camera footage extracted? Yes/No

If no, please tick the reasons why not:

Footage did not show the incident ☐

Image was unclear/blurred ☐

Other: _____

Name of Officer/External Company who extracted the footage:

Keeping People Safe



OFFICIAL [PARTNERS]

PERSONAL DATA REQUEST FORM

This form contains sensitive information. Do not disclose or disseminate it or the information contained within it without firstly seeking permission from the originator. This form must be handled securely in accordance with the Data Protection Principles as set out in the Data Protection Act 2018.

To (name and position if known) _____

Organisation and Address: _____

This request for information is made by me as an employee of the PSNI for the purposes of a police investigation. Section 32 of the Police (Northern Ireland) Act 2000 states it shall be the general duty of police officers to protect life and property, preserve order, prevent the commission of offences and where an offence has been committed to take measures to bring the offender to justice. Only information which is deemed relevant and necessary for the purpose of this investigation will be requested on this form.

The personal data I require relates to the following individual(s):
(Include identifying details of the person where known, such as name, address and date of birth)

I have the following information to assist you in locating the personal data and other information:
(Include further details, where available, to assist locating the information sought)

I require the following personal data and other information:
(Describe the information sought)

I require the personal data and other information to assist with my enquiries into:
(Describe the subject of those enquiries as far as is possible without prejudicing them)

OFFICIAL [PARTNERS]

I confirm the personal data and other information is required for the following purpose(s):
(Tick the relevant box(es) and complete the 'Other' row where necessary)

| Purpose | Legal Basis | Tick |
|--|--|--------------------------|
| For the prevention, investigation and detection of crime | Police Acts, Common Law | <input type="checkbox"/> |
| For the apprehension and prosecution of offenders | Police Acts, Common Law | <input type="checkbox"/> |
| To put before a court to obtain a search warrant | Police Acts, Common Law | <input type="checkbox"/> |
| To prepare a file for the Coroner's Court | On request of the Coroner | <input type="checkbox"/> |
| To risk assess the address to safeguard the health and safety of any emergency personnel attending | Police Acts, Health & Safety, Common Law | <input type="checkbox"/> |
| To locate a missing person to ascertain their well being | Police Acts, Common Law | <input type="checkbox"/> |
| To progress enquiries into a Road Traffic Incident | Police Acts, Common Law | <input type="checkbox"/> |
| To protect life or property | Police Acts, Common Law | <input type="checkbox"/> |
| Other (please specify) | | |

I request that the personal data and other information should be provided to the police in the following manner:
(Having considered factors such as the protective marking indicate how the information should be provided to the police, eg in person.)

The Data Protection Act 2018 defines personal data as any information relating to an identified or identifiable living individual. The Data Protection Act (2018) and General Data Protection Regulation (GDPR), allows for the disclosure of personal data to Police when the purpose is to prevent and detect crime:

- Article 6 of GDPR allows for the general processing of personal data when it is necessary for (but not limited to), compliance with a legal obligation; the protection of the vital interest(s) of the data subjects, or another natural person; or a task carried out for the public interest which includes but is not limited to, the administration of Justice under Article 8(a) of the Data Protection Act (2018).
- Article 9 of GDPR allows for processing in relation to Special Category data where it is necessary for (but not limited to) the protection of the vital interest(s) of another natural person; or for reasons of substantial public interest as detailed in Schedule 1 part 2 of Data Protection Act (2018) which includes but is not limited to, *'preventing or detecting unlawful acts'* and *'safeguarding children and of individuals at risk'*.
- The processing of personal data, including Sensitive Processing, by another Competent Authority may be processed lawfully when strictly necessary for a law enforcement purpose as per Part 3 of the Data Protection Act (2018). Law enforcement purpose is defined as *'the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties including the safeguarding against and the prevention of threats to public security'*. A Competent Authority is a body listed in Schedule 7 of the Data Protection Act (2018) and has a law enforcement function, eg a local council, Probation Board, other police forces etc. Special Category data and Sensitive Processing means data revealing racial or ethnic origin, political opinions, religious, philosophical belief, trade union membership, genetic data, biometric data, data concerning health, data concerning a person's sex life or sexual orientation (Article 9 of GDPR and S.35(8) Data Protection Act

Human Rights Act 1998 Article 8 – right to privacy. This request is consistent with Article 8(2) prevention of disorder or crime.

OFFICIAL [PARTNERS]

(To be completed by the officer requesting the personal data and other information – tick appropriate box(es))
I confirm that:

- ☐ this information will be used in connection with this enquiry and held and used only as long as this is required for policing purposes and any subsequent criminal justice proceedings.
- ☐ the information requested is necessary for and proportionate to the purpose indicated above.
- ☐ if this personal data is not disclosed it will prejudice the purpose indicated above.

Signed: _____ Rank/Number: _____ Date: _____

Print Name: _____ Post: _____

District Address: _____

Phone: _____ Fax: _____ Email: _____

If the nature of the enquiries is specified above this form must be signed by a Sergeant or Supervisor (for Port's intelligence purposes, this should be by an inspector or above). If the investigation is such that no explanation can be given, this form will be countersigned by a Superintendent.

Signed: _____ Rank/Number: _____ Date: _____

Print Name: _____ Post: _____

This section to be completed by the recipient of request for personal data and information.

Response

As part of your decision making process, please take into account the requirements upon you by other legislation relevant to your organisation.

Please reply to all requests so that we know they have all been considered and to help prevent duplication.

Signature: _____ Date: _____

Name: _____ Position: _____

Organisation and Dept: _____

☐ The information requested above has been approved for disclosure and is attached

☐ The information requested above has not been approved for disclosure

(Tick as appropriate)

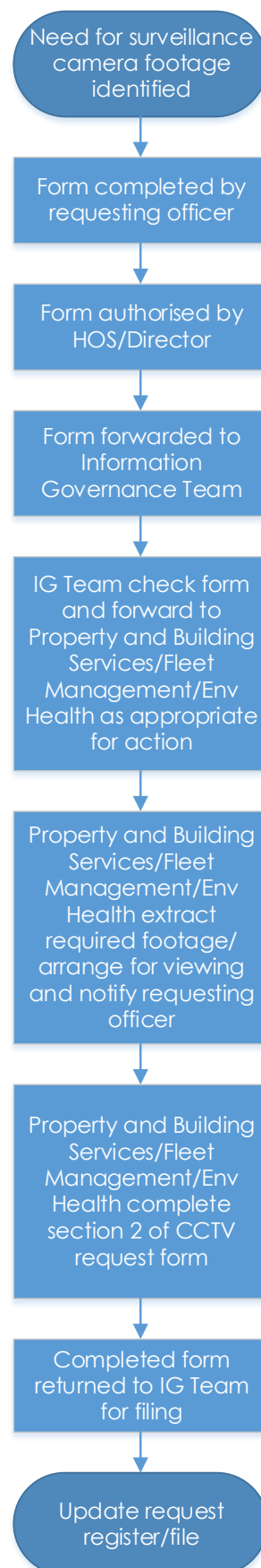
Please explain why you have decided not to disclose the information so that we know whether you need additional information or for us to consider presenting to the Court to obtain a Disclosure Order:

OFFICIAL [PARTNERS]

The subject of the request should not be given any indication that this request has been made prior to consultation with the requesting officer. If your organisation subsequently receives a request for a copy of this document (eg under the Data Protection Act or Freedom of Information Act) please contact the PSNI Corporate Information Branch at foi@psni.pnn.police.uk or dataprotection@psni.pnn.police.uk.

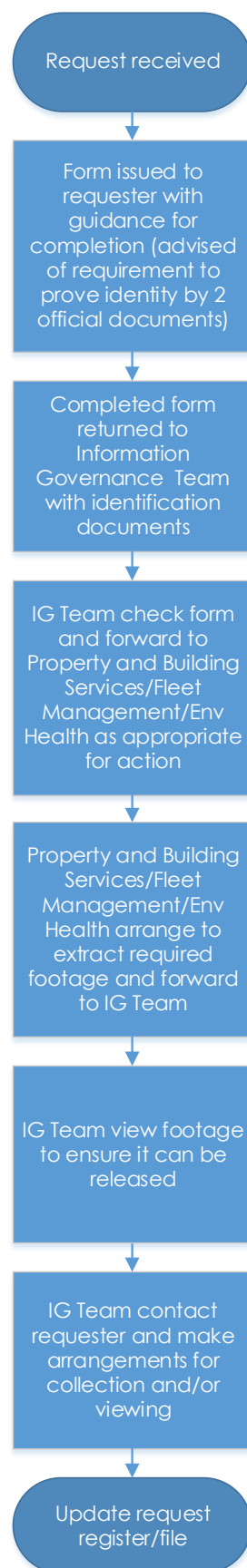
Appendix 4

Process for internal surveillance camera footage requests



Appendix 5

Process for external surveillance camera footage requests



Appendix 6

| CCTV REQUESTS (Including system amendments) | |
|---|---|
| N.B. This form should be filled out for each camera prior to installation. For cameras with identical operational requirements see footnote below. | |
| Address of Asset: _____ | |
| Proposed/Existing Camera location: _____ Are there already cameras in the vicinity? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| Purpose of Camera: _____ | |
| Definition of level of risk. (choose those appropriate) | |
| Risk to life <input type="checkbox"/> | Safe Guarding <input type="checkbox"/> Detection and/or deterring crime <input type="checkbox"/> Management requirements <input type="checkbox"/> |
| Name of Officer making request: _____ Date: _____ | |
| Contact No: _____ E Mail: _____ | |
| Signature: _____ | |
| Health and Safety Manager | |
| Comments: _____ | |
| Signature: _____ Date: _____ | |
| Information Governance Manager | |
| Comments: _____ | |
| Signature: _____ Date: _____ | |
| Head of Service | |
| Comments: _____ | |
| Signature: _____ Date: _____ | |
| Date received by Property and Building Services: _____ | |
| Recommendation to CLT: _____ | |
| Signature: _____ Date: _____ | |
| CLT approval /comments: _____ | |
| Signature: _____ Date: _____ | |
| <small>Where cameras have identical operational requirements they may be grouped together on one form, providing the camera reference and location as above are included for each camera. If required, a separate sheet attached to the above form may be used to record these details.</small> | |