

BURNLEY BOROUGH COUNCIL

A CODE OF PRACTICE FOR THE MANAGEMENT OF CLOSED CIRCUIT TELEVISION IN BURNLEY

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1 INTRODUCTION

- 1.1 Burnley Borough Council, Burnley Police, local residents and businesses, have been working in partnership to address crime and the fear of crime at strategic locations within the borough.
- 1.2 CCTV is recognised as an important element in the prevention and detection of crime, and as a way of reassuring both the general public and local businesses.
- 1.3 This Code of Practice has been designed to ensure that the CCTV scheme operating in the borough is managed effectively and regulates how the CCTV system is used. This is an essential document to ensure that both personal privacy and civil liberties are respected and preserved.
- 1.4 This Code of Practice refers to both the Burnley town centre scheme and schemes in residential areas in the borough. Some sections of this code are not applicable to the residential schemes, and these are clearly identified.
- 1.5 This Code of Practice will be subject to regular monitoring and review, this will include consultation with the public, the Police and other interested parties as appropriate.
- 1.6 The Code of Practice is supplemented by an operator's procedural manual, giving detailed instructions on all aspects of the operation of the control room, to ensure objectives and principles set out in this Code are strictly adhered to.
- 1.7 The CCTV system is owned and operated by Burnley Borough Council – Engineering Services Unit located at 20 Nicholas Street, Burnley, Lancashire, BB11 2AP. Telephone 01282 425011 Ext. 2317.

2 PRINCIPLES

- 2.1 The scheme will be operated fairly, within applicable law and only for the purposes for which it is established or which are subsequently agreed in accordance with this Code of Practice.
- 2.2 The use of cameras must be acceptable to the majority of local people.
- 2.3 Individual privacy will be safeguarded, and private and family life and the home respected.
- 2.4 The public interest in the operation of the scheme will be recognised by ensuring the security and integrity of operational procedures.
- 2.5 Participation in the scheme by local organisations and public authorities will depend upon their willingness to comply with the Code of Practice and be accountable under the Code.
- 2.6 Full consultation will be undertaken with all residents and users before the scheme is extended.
- 2.7 These principles apply to the operation of cameras in the town centre, residential areas and any other location which may be covered by the CCTV scheme.

3 KEY OBJECTIVES OF CCTV IN BURNLEY

3.1 The main objective of CCTV in Burnley is to provide a safer environment for the benefit of those who live, work, trade and visit Burnley. The key objectives of the scheme are to:

- ❑ Reduce the fear of crime and reassure the public
- ❑ Prevent, deter and reduce crime
- ❑ Prevent deter and reduce anti-social behavior
- ❑ Identify actual incidents and possible suspects
- ❑ Assist the police in investigating crimes
- ❑ Provide potential prosecution evidence
- ❑ Assist in aspects of town centre management
- ❑ Improve traffic management
- ❑ Assist the Local Authority in improving the town centre environment
- ❑ Provide assistance to the emergency services
- ❑ To reduce the incidence of vandalism in the town centre and at schools.

3.2 The CCTV scheme is intended to view and monitor activity in public spaces in the area of coverage. Restrictions have been placed on the movement of cameras in residential areas to ensure that they do not invade the privacy of people's homes. Similar restrictions apply to other areas of private property above town centre shops. The police control room at Parker Lane police station has a monitor on which live pictures may be displayed, the system however, does not allow the police to have any direct control over the monitoring of the system.

3.3 Changes to the objectives of the scheme will be subject to consultation with the public other affected partners and to approval by the Council's Planning and Environment Committee.

4 OWNERSHIP AND MANAGEMENT OF THE SYSTEM

- 4.1 The Council will own and manage the system and has prime responsibility for compliance with the purposes and objectives of the scheme, for the management and security of the scheme and for the protection of the interests of the public and of the individual.
- 4.2 The scheme will be operated in a manner that is sensitive to the privacy of people living and working in the area covered by the scheme.
- 4.3 The CCTV cameras will be controlled and monitored at the Council's central control room located at the address given in appendix 1.
- 4.4 The day to day running of the CCTV system will be the responsibility of the Council's CCTV control room management, the responsible council officers are listed in appendix 2. The Council and the local police, will liaise closely with regards to the management of the CCTV control room.
- 4.5 The Council will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with operational guidance.
- 4.6 Management , supervision and evaluation of the scheme will pay particular attention to those aspects of the scheme which are intended to address individual privacy.
- 4.7 All property in the control room is owned by Burnley Borough Council.

5 RESIDENTIAL AREAS

- 5.1 The purposes for which any scheme in a residential area is established will be clearly identified and will be in line with the key objectives of the system as set out in Section 3.
- 5.2 Objectives should be clearly identified according to local need.
- 5.3 Extensive public consultation will take place before the installation of cameras in any residential area. Attention will be given to the views of all sections of the community.
- 5.4 Cameras will not be used to look into private property, safeguards to ensure that the privacy of the individual is maintained are detailed in section 8 of this Code of Practice.
- 5.5 The responsibility for ensuring that these procedures are adopted rest with Burnley Borough Council.

6 INSTALLATION OF EQUIPMENT

Consultation

- 6.1 Consultation will be fair and effective and the public should be properly informed about CCTV and any possible alternatives.
- 6.2 Consultation will be undertaken with local people, their representatives in the community, trade organisations and others on the issues raised prior to any possible installation.
- 6.3 Consultation will be carried in partnership with the police.

Sound

- 6.4 No recording of sound will take place at anytime on any part of the system.
- 6.5 Help points are located throughout the town centre (appendix 3) to allow members of the public, in distress, or who require information, to contact the control room directly and speak to an operator. On activation of a help point (by pressing the large red button) a camera will immediately be positioned so as to see the person using the help point and record any incident. A record will be kept of the use of the help points.
- 6.6 A number of sites listed in appendix 4 have speakers to inform people who enter the site that they are being recorded on the CCTV system and that the Police will be called unless they leave immediately.

Changes to the System

- 6.7 Before any major technological improvement to the scheme is carried out full consultation will take place with partners in the system, local people, their representatives in the community and trade organisations.
- 6.8 Any changes made to the system will be linked to the assessment process adopted under the Code of Practice and precise definitions of the benefits of the changes will be published.
- 6.9 Any proposed changes will be reported to the Planning and Environment committee.

Dummy Cameras

6.10 The system will not make use of any dummy cameras.

7 CONTROL ROOM STAFF

- 7.1 Staff employed to work in the control room, whether they be operators, supervisors or managers, will meet high standards of integrity.
- 7.2 All staff will be required to sign a confidentiality agreement which will be strictly enforced during the time of employment and after any termination of employment.
- 7.3 Integrity and efficiency of staff will be achieved through effective recruitment, selection, training and management of staff.
- 7.4 All procedures concerning the recruitment of staff for the control room will be in accordance with the Council's Equal Opportunities Policy.
- 7.5 Control room staff will be appropriately trained on the implementation of the Code of Practice, particularly as it relates to the use of cameras in residential areas.
- 7.6 Control room staff will be trained in the use of all equipment in the control room.
- 7.7 Both control room staff and CCTV Managers will be trained on the implementation of the Code of Practice and the operational manual.
- 7.8 The CCTV operators will be required to adhere to the Code of Practice. Control room staff will be subject to disciplinary procedures in the event of breach of the Code of Practice and / or operational procedures.
- 7.9 The Head of Engineering may require any CCTV operator not carrying out their duties in accordance with the Code of Practice to be immediately suspended pending a full investigation.

8 CONTROL AND OPERATION OF CAMERAS

- 8.1 Operators of the camera equipment must act with utmost integrity.
- 8.2 Only trained staff with responsibility for using the equipment shall have access to operating controls.
- 8.3 All use of the cameras shall be in accordance with the purposes and key objectives of the scheme and shall comply with the Code of Practice.
- 8.4 Private residences may come into view only as part of a wide angle or long shot, or as a camera is panning past them.
- 8.5 A camera operator may allow a private residence to remain in view at a level that allows identification of persons or actions only when that operator has significant justification for doing so, for example when the operator has reasonable suspicion that a serious offence is taking place.
- 8.6 Camera operators will be subject to strict supervision procedures by both contracted supervision and by council officers responsible for managing the scheme to ensure compliance with this Chapter of the Code of Practice.

9 DEALING WITH INCIDENTS

- 9.1 If during monitoring in the control room, an operator sees or is alerted to an incident which involves, or appears to involve, criminal activity, the operator will immediately alert the Police Communications Room at Parker Lane Police Station using the dedicated phone line provided for this purpose.
- 9.2 The operator will ensure that the incident is displayed on the monitor in the Police Control Room as soon as is practicable, to allow the Police Communications Supervisor to make an accurate assessment of the situation.
- 9.3 The police will be responsible for investigating the incident and will decide upon all further action to be taken.
- 9.4 All incidents will be recorded in the Daily Occurrence Book which will be stored in a secure place. The control room operators will log the details of the incident and the communication with the Police Communications Room. Those details will include the time, date, details of what was seen and the name of the Police Officer contacted.
- 9.5 If, during monitoring, an operator sees an incident which does not involve, or appear to involve, criminal activity,(e.g., traffic congestion, a problem with a Council owned car park, etc.) the operator will immediately alert the appropriate Council Officer in the relevant department. It will then be the Council Officer's responsibility to investigate the report and take the necessary action. The details of the incident will again be recorded in the Daily Occurrence Book.
- 9.6 In addition to the Daily Occurrence Book, incidents will be entered into a computer database in the control room. This will allow for reports to be easily produced and information to be quickly retrieved regarding any incident. This database will be secured by means of a password and will only be used by authorised personnel. The database will in no way replace the Daily Occurrence Book, which should be completed first and as soon as is practicable after the conclusion of an incident.
- 9.7 Help points are located throughout the town centre (appendix 3) to allow members of the public, in distress, or who require information, to contact

the control room directly and speak to an operator. On activation of a help point (by pressing the large red button) a camera will immediately be positioned so as to see the person using the help point and record any incident. A record will be kept of the use of the help points.

10 POLICE CONTACTS AND USE OF THE SYSTEM

Routine Contact

- 10.1 All police officers will adhere to the Code of Practice in the spirit of the partnership.
- 10.2 Officers will be identified by both the Council's control room management and the Police for day to day liaison.
- 10.3 Relationships between the control room staff and management employed by the Council and the Police, must be conducted strictly in compliance with the Code of Practice. Those requirements must not be exceeded informally, and the different roles and responsibilities of staff and police will be acknowledged and respected.
- 10.4 Access by Police Officers to the CCTV control room will be strictly restricted to any Police Officer duly authorised, in writing on the pro-forma attached as appendix 3, by an officer of the rank of Inspector or above and to any police officer who requires written statements from operators who viewed specific incidents being investigated, or any officer collecting / returning tapes being considered for evidential purposes.
- 10.5 A record of all phone calls made to the Police and received from the Police will be entered in the Daily Occurrence Book.

Police use of the system

- 10.6 The police will have a monitor located in the Communications Room at Parker Lane Police Station which will be used in circumstances outlined in Chapter 9.2 of the Code of Practice. The police will not have any direct control over the CCTV system.
- 10.7 If the police wish to take control of the system for a specific purpose and period of time, a written request must be made by the Duty Officer to the CCTV Manager. In cases of emergency, verbal communications may be accepted, through the same channels of communication just outlined. Any verbal agreement must be followed by a written request as soon as it is practical.

- 10.8 Should a request from the Police for use of the system in any manner arise, that is not provided for by the Code of Practice, it must be the subject of a detailed and specific written agreement between the Chief Executive of Burnley Council and the Police Divisional Commander. If permission is granted, details will be recorded at the time of release and recovery of the system.
- 10.9 Details will be recorded in the Daily Occurrence Book, of the reasons for release, the time of release and of the time control of the system is handed back to the Council.
- 10.10 Agreement for police control of the system will be entirely at the discretion of the Council.

11 ACCESS TO AND SECURITY OF THE CONTROL ROOM

Control Room Access

- 11.1 The security of the system will be the responsibility of the CCTV Manager.
- 11.2 A responsible operator should be present at all times. If the control room needs to be unattended it will be secured against unauthorised entry.
- 11.3 Records will be kept of all access to the control room, recording details of the individuals concerned, the time of arrival and the time of departure and the organisation they represent. This information will also be held in a computer database, secured by a password, to allow easy monitoring of visits.
- 11.4 The CCTV system operates for 24 hours every day 365 days of the year and the numbers of staff required on each shift will be clearly defined and complied with.
- 11.5 **All visits to the control room must be approved by the CCTV Manager**, or by another Council Officer listed in appendix 2 in the absence of the CCTV Manager. This procedure should not be bypassed on an informal basis under any circumstances.
- 11.6 The CCTV Manager will be authorised to use discretion to allow others into the control room on bona fide business, e.g., contractors for repair and maintenance purposes.
- 11.7 Access to the control room, whether to operate equipment or to view the images is limited to staff with that responsibility and to individuals or groups authorised to view the system for lawful and proper reasons by the CCTV Manager.
- 11.8 Access by Police Officers to the CCTV control room will be strictly restricted to any Police Officer duly authorised, in writing on the pro-forma attached as appendix 3, by an officer of the rank of Inspector or above and to any police officer who requires written statements from operators who viewed specific incidents being investigated, or any officer collecting / returning tapes being considered for evidential purposes.

11.9 Independent inspectors or auditors appointed under the Code of Practice may visit without prior appointment.

Supervision and Audit

11.10 Security procedures on access to the control room will be maintained and strictly honored by all parties. Access will be monitored and all procedures and documents concerning access to the control room will be inspected as part of the regular audit procedure.

Daily Occurrence Book

11.11 The control room Daily Occurrence Book will record staff on duty for each shift and the names of any persons or groups that have been authorised by the CCTV Manager to have access to the control room.

Health and Safety

11.12 All relevant Health and Safety legislation will be complied with, by managers, operators, Police Officers and visitors.

12 TAPES AND RECORDED MATERIAL

Statement of Intent

- 12.1 Recorded material will only be used for the purposes defined in Chapter 3 of the Code of Practice.
- 12.2 Access to recorded material will only take place as defined in the Code of Practice.
- 12.3 Recorded material **will not** be sold, used for commercial purposes, used for publicity, or used for the provision of entertainment.
- 12.4 The showing of recorded material to the public will only be allowed under the following circumstances;
- either in compliance with the needs of the police in connection with the investigation of crime, which will be conducted in accordance with the provisions of any relevant legislation under the Police and Criminal Evidence Act 1984.
 - In accordance with any advice and guidance given to the police from time to time.
 - or in any other circumstances provided for by the law

Ownership

- 12.5 The Burnley Borough Council owns the video tapes and also owns the copyright of the images recorded onto the video tapes.

Accurate Recording

- 12.6 Recording equipment must be checked daily to ensure it is in good working order. This shall be undertaken by reviewing the tape from the previous shift at the beginning, the middle and the end. A record of this check should be made in the Daily Occurrence Book and signed by the operator who carried out the check.

Use of Tapes

- 12.7 Allowing for the minimum use of one video tape per recorder every 12 hours, a minimum library of 310 tapes will be maintained. This allows for each tape to be retained for 31 days before being erased and returned into

- the system. A stock of 10 further tapes will be maintained for use in the Incident video recorder.
- 12.8 Tapes being retained for evidential purposes will be separately indexed and secured separately to avoid accidental re-use.
- 12.9 All previous recordings on tapes will be erased prior to re-use using the certified equipment provided for this purpose.
- 12.10 In accordance with current technical guidelines, tapes will be used no more than 10 times, they will then be erased and disposed of.
- 12.11 The Police will provide their own tapes for copies to be made of any incident which may be required for evidence.
- 12.12 **No original tape will be removed from the control room without a court order, failure to follow this instruction will result in instant dismissal.**

Cataloguing, Storage and Recording of Use of Tapes

- 12.13 Tapes will be stored in a purpose built secure cabinet in the control room. Access to the storage cabinet will be authorised by the control room supervisor or his appointed deputy.
- 12.14 Each tape will be given a unique reference number, marked on a label attached to the tape.
- 12.15 A record will be kept giving the exact date and time of each use of each tape, recording the reason for removal from the video recorder and the individual responsible.
- 12.16 The tape register will be securely stored.
- 12.17 The tape register will be subject to regular audit.

Evidential Use of Recordings

- 12.18 Should an incident recorded on a video tape be required as evidence by the police a copy will be made, onto a tape provided by the police, and this

copy will be treated as an exhibit, in line with procedures set out in the Police and Criminal Evidence Act 1984.

12.19 Should the original of a tape be required a court order will be obtained before the tape is released.

12.20 Any tape provided for evidential purposes must be of proven integrity.

12.21 Control room staff will be required to provide the Police with statements for evidential purposes.

Police Access to Tapes

12.22 The police may apply to Burnley Borough Council for access to tapes where they reasonably believe that access to specific tapes is necessary for the investigation and detection of crime. A Police officer of the rank of sergeant or above will sign a request to view a particular tape using the purpose built reviewing facility within the councils control room.

12.23 The Police may obtain access to tapes under the provisions of the Police and Criminal Evidence Act 1984.

12.24 Tapes provided to the police shall at no time be used for anything other than the purpose specified and identified when the copy of the tape was released to them by the control room staff.

12.25 Where a video tape has been exhibited and used in evidence in court proceedings, disposal of the tape will be decided by the court and carried out by the Police following retention for appeal purposes, i.e. 6 years.

12.26 Where a copy of the tape has been made and is not being used by the police for evidential purposes, the tape must be returned to the control room within 14 days.

Third Party Access to Tapes

12.27 Access to tapes may be obtained through a lawyer, by court order, acting for defendants or victims in connection with civil disputes. A charge will be made for both the reviewing of the tapes, to establish if a recording of the

incident exists, and also a charge will be made for any copies which may be required.

12.28 Any lawyer acting for defendants or victims in connection with criminal proceedings may obtain a copy of a tape under the provisions of the Police and Criminal Evidence Act 1984. A charge will be made for both the reviewing of the tapes, to establish if a recording of the incident exists, and also a charge will be made for any copies which may be required.

12.29 No other access will be allowed unless specifically approved by the CCTV Manager for reasons which fall within the purposes and objectives of the scheme and in accordance with the Code of Practice.

13 PHOTOGRAPHS

General

- 13.1 **Still photographs will not be taken as a matter of routine. The taking of each photograph must be capable of justification.**
- 13.2 All still photographs will remain the property of Burnley Borough Council and will be indexed in sequence. A record will be kept of the reason for the production of the photograph, date and time and information identifying the control room staff member responsible for producing the photograph.
- 13.3 Any still photograph released to the police will be dealt with by the police as an exhibit and shall at no time be used for anything other than the purpose specified and identified when released to the police.
- 13.4 All still photographs will be destroyed within 31 days unless made the subject of an application from the police or are required as evidence. The photographs will be destroyed by shredding using the equipment provided in the control room. Two control room staff are required to witness destruction of photographs. A record will be kept of the destruction of all photographs and this will be signed by two members of the control room staff.
- 13.5 The use of photographs in circumstances for briefing camera operators should be conducted strictly in accordance with advice from the police, to avoid contamination of evidence.
- 13.6 A photographic record will be kept of any person convicted of theft from retail premises in Burnley Town centre. These pictures will not be on display but will be kept in an album which will be securely stored and will be seen only by operators and others specifically stipulated by the police. Photographs will be removed from the album once a conviction is deemed spent under The Rehabilitation of Offenders Act **1984**?

Taking still photographs during live incidents

- 13.7 No facility exists for producing still photographs from live incidents.

Production of still photographs from recorded images

- 13.8 The CCTV Manager or a Police Officer authorised by an officer of the rank of Sergeant or above, may request that the operator produce a still photograph from a video recording. The authorising officer should be satisfied that the still photograph is required for the prevention or detection of crime, or for another purpose in accordance with the Code of Practice.

14 PUBLIC INFORMATION

Cameras

- 14.1 No hidden cameras will be used within the system, and information as to the location of all cameras will be easily available from the owners of the system.

Signs

- 14.2 Signs indicating that CCTV cameras are operating and recording will be displayed along the perimeter of the area covered by the scheme and at other locations within the boundaries of the scheme
- 14.3 The signs will inform the public that cameras are in operation and allow people entering the area covered to make a reasonable approximation of the area covered by the scheme.
- 14.4 Signs will identify the owner of the scheme by name and will give an official address.

Code of Practice

- 14.5 This Code of Practice is a public document and will be available for inspection. Copies of the Code of Practice will be available at key information points across the borough and will be publicised widely.

15 ACCOUNTABILITY

15.1 A BI-annual report will be produced by the Council in partnership with the police and presented to the Councils Planning and Environment Committee. The report will include:

- ❑ Details of the impact of the scheme in addressing key objectives.
- ❑ Crime statistics.
- ❑ Details of police requests for tapes and the results of those requests.
- ❑ Details of visits to the control room.
- ❑ Details of any changes made to Code of Practice.
- ❑ The outcome of any evaluation.
- ❑ Particulars of any complaints

These reports will be available for inspection by the public.

15.2 Where there are schemes on Council housing estates or residential areas the Area Housing Manager / Chairman of the residents Association may be involved in the production of the report.

15.3 Monitoring reports will be presented to the Steering Group at its meetings.

15.4 The Council, the police and all partners will sign an agreement indicating their intention to abide by the Code of Practice at all times.

15.5 The Code of Practice and any reports will be made available in languages other than English, and in other formats, such as Braille and audio tape.

16 ASSESSMENT AND EVALUATION

Evaluation

- 16.1 Burnley Borough Council will ensure the scheme is independently evaluated at regular intervals, for cameras in residential areas this will include further consultation with residents.
- 16.2 Any evaluation will include, as a minimum, the following details:
- Impact on crime
 - Impact on neighboring areas without CCTV
 - The views of the public
 - The operation and compliance with the Code of Practice
 - Whether the purposes for which the scheme was established still exist.
- 16.3 Regular evaluation of the scheme will include further consultation with residents, users and partners.

Monitoring

- 16.4 A Steering Group will be established to constantly monitor performance and to ensure that the Key Objectives of the scheme are being met and to formulate policy for future expansion of the system.
- 16.5 The Steering Group will be representative of all the partners involved in this scheme.
- 16.6 The CCTV Manager will continuously monitor the operation of the scheme and the implementation of the Code of Practice and undertake spot-checks on the content of recorded tapes and all records kept in the control room.
- 16.7 A Police Officer of the rank of Inspector or above, will be appointed to ensure the police act in accordance with the Code of Practice.

Audit of the system

- 16.8 A quarterly audit of the system will be carried out by a senior Council Officer who will be independent from the system and from the day to day management function.
- 16.9 The audit will include, examination of all control room records, tape histories, the content of recorded tapes and an assessment of the implementation of the Code of Practice.
- 16.10 Spot checks will also be carried out to check the content of recorded tapes and camera operators asked to justify their interest in an individual member of the public or premises.

Inspection

- 16.11 Independent inspection will be carried out by two elected Borough Councilors. They will be independent from the system and have no involvement on any committee with responsibility for the system.
- 16.12 The inspectors may carry out inspections at will, but at least on a quarterly basis.

Changes to the Code

- 16.13 As part of the ongoing evaluation process changes to the Code of Practice may be deemed necessary. Any changes to the Code of Practice will be undertaken through the Council's normal consultation process and will involve the police, local residents (where applicable), local businesses (where applicable) and the relevant Council committee's.

17 ENQUIRIES AND COMPLAINTS

- 17.1 Any Enquiries should be made to the owners and operators of the CCTV system, who are Burnley Borough Council, Engineering Services Unit, 24 Nicholas Street, Burnley Lancashire, BB1 2AP
- 17.2 All complaints regarding the Councils operation of the system will be dealt with in accordance with the Council's complaints procedure. A leaflet detailing this procedure, titled 'How to Complain About Council Services' is available at all of the Council's public counters.
- 17.3 Any complaints relating to any Police action will be dealt with by the Police, located at the Police Station, Parker Lane, Burnley, under their formal complaints procedure.
- 17.4 All complaints will be discussed at the CCTV Steering Group and brought to the attention of the relevant committee as soon as is practicable. Complaints and there outcomes will also be reported in the bi-annual report to the Planning and Environment Committee.

18 BREACHES OF THE CODE INCLUDING THOSE OF SECURITY

- 18.1 The security of the system will be the responsibility of the CCTV Manager.
- 18.2 Breaches of the Code of Practice and security will be the subject of proper investigation by the person identified to conduct the audits. This person will be responsible for making recommendations to remedy any breach which is proved.
- 18.3 Where a serious breach of security occurs, the Council will appoint an individual with relevant professional qualifications, independent from the operation of the scheme, to investigate the breach and make recommendations on how the breach can be remedied.

19 DATA PROTECTION ACT 1984

- 19.1 Guidance will be sought from the Data Protection Registrar to determine whether this scheme should be registered under the Data Protection Act 1984.

20 GLOSSARY

Audit

Periodic systematic examination of recorded material and records to review compliance with operational procedures and the Code of Practice

Evaluation

Independent assessment and appraisal of CCTV scheme.

Monitor

Routine and continuous checking and observation of compliance with operational procedures and the code of practice.

Owner

The organisation with overall responsibility for managing the scheme. The owner will retain responsibility for the scheme and for carrying out certain requirements of the code even when the scheme is operated by a contractor.

Operator

Individuals responsible for operating the camera controls and other control room equipment.

Recorded Material

Includes, but is not limited to, material such as video tape, compact disk, computer disk, or film; media on which images are recorded and can be reconstituted later.

Scheme

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

System

The technological system in use in a CCTV scheme.

Tape

Video tape