

Statement of Purpose and Principles

Purpose

The purpose of this document is to state the intention of the Hart District Council CCTV System, (hereafter referred to as 'The System') and to outline how this will be achieved.

General Principles

- a) The System will be operated fairly, within the law, and only for the purposes for which it was established or which are subsequently agreed in accordance with this Code of Practice.
- b) The system will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and their home.
- c) The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.
- d) Throughout this Code of Practice it is intended, as far as reasonably possible; to offer a balance between the objectives of the CCTV System and the need to safeguard the individual's right to privacy. Throughout the Code every effort has been made to indicate that a formal structure has been put in place, (including a complaints procedure) by which it should be identified that the System is not only accountable, but is seen to be accountable.
- e) Participation in the system by any local organisation, individual or authority assumes an agreement by all such participants to comply fully with this Code and to be accountable under the Code of Practice.

Cameras and Area Coverage

The areas covered by CCTV, to which this Code of Practice refers, are Fleet, Hartley Wintney, Blackwater, Yateley and Hook Most of the cameras offer full colour, pan tilt and zoom (PTZ) capability,

None of the cameras forming part of the System will be installed in a covert manner.

Monitoring and Recording Facilities

- a) The CCTV control room is staffed 24 hours a day. The CCTV equipment has the capability of recording all cameras simultaneously throughout every 24 hour period.
- b) CCTV operators are able to record images from selected cameras in real time mode, produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with this Code of Practice.

Human Resources

Authorised persons will be present, circumstances permitting, whenever the monitoring equipment is in use. All operators will be appropriately supervised and given instruction to make sure that the system is operated in accordance with the law and the proper respect for peoples rights.

Processing and Handling of Recorded Material

All recorded material, whether recorded digitally, in analogue format or as a video print, will be processed and handled strictly in accordance with this Code of Practice and the Procedural Manual.

Operators Instructions

Technical instructions on the use of equipment housed within the monitoring room are contained in a separate manual provided by the equipment suppliers.

Changes to the Code or the Procedural Manual

- a) Any major changes to either the Code or the procedural manual, (i.e. such as will have a significant impact upon the Code of Practice or upon the operation of the system) will take place only after consultation with all relevant interested groups, and upon the agreement of all organisations with a participatory role in the operation of the system.
- b) A minor change, (i.e. such as may be required for clarification and will not have such a significant impact) may be agreed by the owner of the system.