

Arun District Council's CCTV Strategy

Introduction

Arun District Council operates CCTV surveillance camera systems across its estate on operational buildings such as offices and depots, and in public places such as some car parks, leisure centres and housing blocks.

The Council, as a member of the Safer Arun Partnership, also contributes funding to public town centre CCTV surveillance camera systems maintained, monitored and operated by Sussex Police.

The Council may also choose in its role as licensing authority to mandate use of CCTV surveillance camera systems in regulated locations which are privately owned such as taxis.

The Council has differing roles and responsibilities in these scenarios.

Legal duties and official guidance in relation to CCTV surveillance camera systems are updated frequently.

The purpose of this strategy is to set out the key principles the Council will follow in its use of CCTV surveillance camera systems.

Vision Statement

The Council believes that CCTV surveillance camera systems are an important tool available for the Council to use. To ensure trust and confidence in their use, the Council is committed to the following principles in determining when, where and how to install and operate CCTV surveillance camera systems.

- A lawful purpose must be identified
- The use of surveillance systems must be proportionate
- They are 'fit for purpose'
- Use of systems is to be overt
- Data is to be handled securely

Review

Within the first year following adoption of the strategy the Council will ensure that a review is undertaken of its existing CCTV surveillance camera systems to ensure that they comply with the principles within this strategy.

Where systems are found no longer to have a valid defined purpose, are considered to be disproportionate or ineffective at serving the defined purpose, they will be decommissioned and removed.

The Council will ensure that where the principles have determined a lawful purpose, and that operating a CCTV surveillance camera system is proportionate and effective, the Council will ensure that such systems have the necessary functionality to be 'fit for purpose'.

Resourcing

Resources will be provided to ensure that surveillance systems identified by the review as requiring upgrade or replacement are made available. Resources are provided for ongoing CCTV maintenance and support. Where any new CCTV surveillance camera system is proposed, the costs of installation, operation and maintenance will be identified and the budgetary implications considered ahead of decision.

Decision making

Decisions regarding the introduction, operation, maintenance, review and removal of existing CCTV surveillance camera systems are to be undertaken by officers following the principles set out in this strategy and the processes in the associated policy.

Where the budgetary implications are material to the Council's financial position or require a supplementary estimate, such proposals will be taken to the relevant committee to be determined.

Whether or not the Council decides to mandate use of CCTV surveillance camera systems in regulated places such as taxis is a policy matter to be determined by Full Council as Licensing Authority, or Licensing Committee where delegated.

Policy

The Council will establish a policy providing more detail on its arrangements for operating CCTV surveillance camera systems for which it is data controller.

Strategy Adopted on 10 November 2022 by Corporate Support Committee.

To be formally reviewed at least every five years.