



HEDDLU GOGLEDD CYMRU

Gogledd Cymru diogelach

NORTH WALES POLICE

A safer North Wales

Closed Circuit Television (CCTV) Policy

Governance:	Business Committee		
Policy Owner:	Business Services Director		
Department:	Facilities & Logistics Management		
Policy Writer:	Head of Facilities & Logistics Management		
Policy Number:	024	Version:	1.2
Effective Date:	04/02/14		
Review Date:	04/02/17		

1. Policy Aim

The aim of this policy and its associated documents are:

- Provide clear standards in relation to the purchase, installation, maintenance and operation of CCTV facilities
- Safeguard the integrity of North Wales Police systems
- Ensure compliance with the Data Protection Act 1998
- Acquaint CCTV operators with responsibilities, duties and actions to be taken in the event of a security incident

2. Policy Statement

The purpose of this policy is to group a range of topics and decisions surrounding the use of CCTV facilities and provide guidance to the user.

In line with all Force Policies, the overarching purpose of this document is to directly support the North Wales Police (NWP) Policing Priorities of: Providing a well led, organised and skilled workforce; Deliver a quality service that meets the needs of our communities; Protect people and reduce harm; Reduce and resolve crime and Anti-social Behaviour (ASB) that impacts our communities and ensure that people have trust and confidence in NWP. Overall the intention of this policy is to provide a Safer North Wales.

North Wales Police policies will be written in accordance with the approved corporate format and published on the Force Intranet, allowing access to staff and, where appropriate, on the pages of the public facing Internet site under the Freedom of Information Act 2000.

3. Scope

This policy relates to the purchase, installation, maintenance and operation of CCTV facilities; it is not intended to cover:

- Targeted and intrusive surveillance – see Regulation of Investigatory Powers Act (RIPA)
- Surveillance techniques used by employers to monitor employees' contract compliance
- Security equipment installed for home security purposes – exempt virtue sec. 36 of the Data Protection Act 1998
- Cameras used by the broadcast media for purposes of journalism

4. Monitoring

This policy is governed by the Business Tasking Committee, will be owned by the Business Services Director and monitored through the post of Head of Facilities & Logistics Management. The policy is to be reviewed at intervals no later than that determined by the Policy Risk assessment tool.

5. Legal Requirements

The following main legal requirements have been identified within this policy:

- Data Protection Act 1998
- Regulation of Investigatory Powers Act (RIPA)
- Human Rights Act 1998

This policy has been written giving due regard to the above legislation and has considered the risk of unfair and/or disproportionate impacts on individuals or groups (actual or perceived) and has done so via an Equality Impact Assessment (EIA), the ACPO Human Rights template and the NWP Welsh Language audit template.

New Legislative requirements or changes in current legislation may necessitate a review of this policy document.

6. Associated Documents

The policy should be read in conjunction with the following documents:

- CCTV Guidance
- Force Information Standards Policy (FISP)
- Protective Marking Policy