# Swindon Borough Council CCTV Strategy

## Executive Summary:

Under the Crime & Disorder Act 1988, there is a joint responsibility between the police and local authority for the reduction of crime in the borough.
The Council is committed to support the police in their work to prevent and detect crime and disorder in the borough.
We recognise that CCTV can be a useful tool in this work and can help to detect and deter crime and contribute to a greater feeling of safety among residents of Swindon Borough Council.

This CCTV Strategy was co-designed with lead member for CCTV and is part of priority six - *we will make Swindon safer, fairer and healthier: by helping people to help themselves while always protecting our children and adults, increasing health and wellbeing facilities and tackling crime and anti-social behaviour*
Over recent years, a number of CCTV cameras have been introduced to the borough. The long term aim is to centralise the monitoring and reviewing of all CCTV systems to the security service provision, this includes bus lane cameras, vehicle cameras and drone footage.

We commit that the Council will only use CCTV cameras in the areas of highest need and we will aim to do so with police and public support. The Council will also adhere to the legislation which governs this - the guidance of the Office of the Surveillance Camera Commissioners Office.

To deliver the commitments of this Strategy, the Council will work closely with Wiltshire Police and other organisations. The CCTV Strategy is part of a wider body of partnership work to make the borough a safer place for all.

## Introduction:

Swindon Borough Council takes community safety seriously. The Council Plan details the Healthy, Clean and Safe Priority, with its aim to make Swindon a safe place to live, work and visit. The Council's CCTV systems in the borough form part of this work and its commitment to "to support the Police and local communities to prevent crime and stay safe".

This CCTV Strategy sets out the Council's plan for running an effective public space overt camera surveillance service.

> **The aim is to ensure that the borough's camera network has the capability and the capacity to detect and prevent crime and disorder, making the borough a safer place to live, work and study.**

The strategy has been co-designed with stakeholders to ensure that our camera systems in the borough put residents first. Ensuring that the public space cameras are supported by the local communities they affect is an important priority of the Council. All CCTV development work and performance monitoring are assured by and evidence led. This provides complete transparency on the installation and use of overt CCTV cameras in this borough.

The CCTV Strategy includes public space cameras alongside its other Council CCTV camera assets and details where the resources are joined up to deliver common aims; where there is an ambition to join up resources or where they are managed separately for a distinct purpose.

The Council will lead on the work committed in this Strategy, and will continue to work closely with Wiltshire police and other partners to deliver its aims over the years, successfully.

## The Borough:

Swindon Borough Council is a unique borough, home to places of great cultural importance, diverse communities and attractive streets. The Borough has a population of Based on recent growth rates we estimate the current 2022 population of Swindon to be 224,263. The Borough has extensive retail stores and unique independent shops and public spaces and council properties,

Compared to the national crime rate, Swindon's crime rate is at 79%. Violent crime makes up 34.9% of all crimes reported in the postcode area. The total number of "violent crime" is 13.3k, and this number has increased by 11.4% when compared year-over-year in the period of December 2021 - November 2022,

## The Vision:

The vision of this Strategy is to achieve the best possible results from public space cameras in the borough. This includes live monitoring to support police tracking and investigating a crime and using images to investigate crime and prosecute offenders in court. Advertising and promoting the CCTV network will also act as a deterrent to criminals.

CCTV cameras don't make areas safer on their own. The causes of crime are complex and ever changing and a successful response to crime also needs to be multifaceted. CCTV cameras are one good example of how the Council can support a whole system approach to tackling crime.

The Council has had CCTV in the Borough for many years and following a period of investment, (Safer Swindon project) cameras are now used in more locations

across the Borough. The Council's aim is to ensure that the Borough's CCTV network has the capability and the capacity to detect, deter & investigate crime and disorder in areas which need it most.

## Accountability:

The Council will be accountable for delivery against this strategy to the Cabinet Member for Health, Inequalities and Housing.

Chief Executive holds responsibility as overall owner and data controller of the CCTV system.

The following members of staff have specific responsibility for the management of the CCTV systems for Swindon Borough Council:

### Security Manager

Holds Overall responsibility for the Strategic planning of the CCTV.

Is responsible for the operational management of the CCTV systems operated by the security staff, The Manager will ensure that the use and management of the system is in keeping with the CCTV policy, monitor compliance and report any breaches to the Head of information Governance. The Security Manager shall be responsible for ensuring that future development of CCTV Systems is approved in accordance with the requirements of legislation. Act as the link with the Heads of Services, Security Services, and information Governance Manager with respect to the legislation covered by this policy.

### Information Governance Manager

Shall be responsible for ensuring that all Swindon Borough Councils CCTV schemes are adherent to the Data Protection Act 1998, and the associated Code of Practice. The information Governance manager will also be responsible for updating the Swindon Borough Council and the Security Manager on any changes in legislation and for ensuring that the Swindon Borough Councils registration with the information Commissioner is accurate and up to date.

### Security Staff

Security staff will ensure adherence to the Code of Practice. All staff involved in the handling of the CCTV equipment, will be made aware of the sensitivity of handling CCTV images and recordings. Staff will be fully briefed in respect of all functions and responsibilities, both operational and administrative relating to CCTV control operations.

## CCTV systems:

The Council is responsible for the following CCTV systems.

### i.    Public Space CCTV

The Council has CCTV for the purpose of the Prevention and Detection of Crime and Disorder.

These cameras are either fixed permanent cameras located on standalone CCTV/lighting / poles or demountable cameras that can be moved and re-located to respond to emerging crime and disorder problems.  All these cameras are overt and have signage in place to make the public aware that CCTV cameras are in operation owned by Swindon Borough Council.
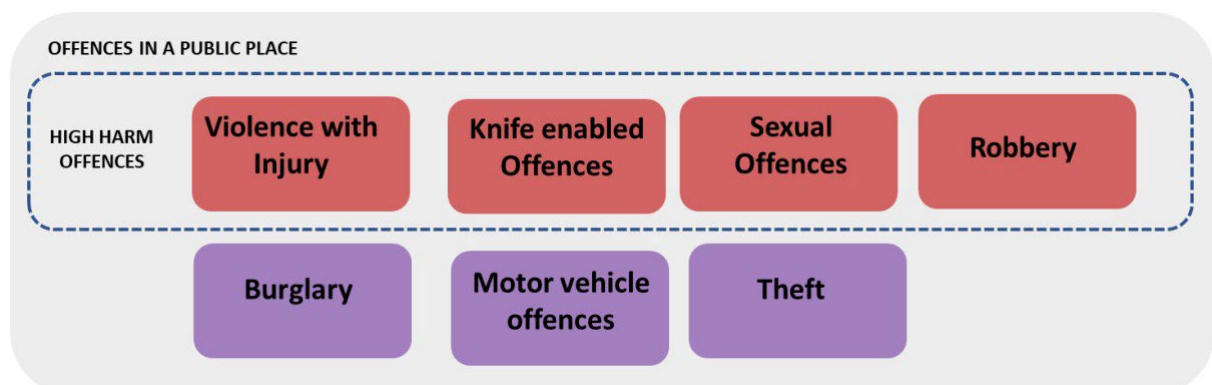
The Public Space cameras fall into two categories: fixed and temporary location cameras.

**Fixed location cameras**

Fixed CCTV cameras are installed and in response to long term problems that are unlikely change. They can also be installed on routes to and from those areas, to pursue criminals after they have committed offences. These cameras are not installed frequently as there often incur significant infrastructure costs.

When the Council does install new fixed cameras, it uses evidence from police crime data alongside consultation with residents and stakeholders. The Council considers the whole borough, and prioritises the areas with the greatest need, where CCTV is likely to make the biggest difference often through the community safety panel.

Public space CCTV is most effective at tackling crimes that occur on the street in the vicinity of the camera but can also be helpful for police investigations for many types of crime. In order to ensure that the Council's cameras are in the locations with the greatest need and will benefit from proactive monitoring during the control room hours a model of crime analysis has been developed.  This model considers the crime location from long term trends, where offences take place in public and therefore would be seen by CCTV. Secondly the locations that have highest volume of high harm offences in a public place are also considered. High harm offences are classified as those which cause physical injury or threat of violence towards an individual.

To ensure that all new fixed cameras can mitigate displacement and are flexible, a deployable camera will be installed as part of the design for each new location. This will support the system to be adaptable and flexible in response to crime and antisocial behaviour. Each site will still benefit from the same number of cameras, but one will have the added benefit of deployable technology.

**Temporary cameras**

Temporary or deployable CCTV cameras can be a useful tool to help the police and the Council deal with problems they expect to be resolved as part of a local problem-solving process. They can also be used when there is a concern of displacement of crime and disorder and allow proactive monitoring to understand the local crime pattern.

The Council works closely with the local Police to identify locations that need temporary CCTV installed to prevent and detect crime or antisocial behaviour. These can be mounted on lighting columns for power supply and data is transmitted wirelessly back to the control room for proactive monitoring.

The Council has several deployable cameras and the locations and movement of the cameras is coordinated through a protocol to ensure they are deployed to the locations in most pressing need.
A Police Inspector and Senior Officer's approval is required to install CCTV in a new locations or remove CCTV from existing location.
Before a camera is removed from a location, the crime trend is reviewed and the use of the camera during its deployment is evaluated.
A waiting list is operated for locations identified if a camera is not available. This waiting list is monitored and reviewed regularly.
The Security Manager will maintain a live copy of the CCTV locations and the officers responsible.

Copy of SBC CCTV
LOCATIONS CONTIN

**Operation of Public Space CCTV system**

The public space system used by the Council involves a linked system of cameras with full pan, tilt and zoom controls, which can be operated remotely from the CCTV control room.

The system controls the management of both fixed and temporary public space cameras.

Swindon Borough council also uses Drone CCTV for the use of roofing repairs below is a copy of the privacy impact statement

Drone Governance
Document.docx

## CCTV Control Room:

All the public space cameras are proactively monitored 7 days a week, 365 days a year 24 hrs per day by SIA Licenced CCTV Operators in a control room. The cameras record images at all times of day. The CCTV control room is connected to police by radio so that incidents can have a coordinated live response between police officers and the CCTV cameras.

Data and images recorded by the cameras are stored for up to 30 days and if there are no requests from police, public or other services the images are deleted. Only images that have been requested in the initial in the 30-day period or related to a specific incident are retained.

The CCTV control room and operators are monitored by cameras themselves, and access to the control room is strictly controlled. The operators are highly skilled, must have a licence from Security Industry Authority, alongside regular training to ensure that they have the expert understanding of relevant laws and privacy rights.

## Privacy and Legal responsibilities:

The Protection of Freedoms Act 2012 introduced the regulation of public space surveillance cameras in England and Wales. As a result, the Surveillance Camera Code of Practice was issued by the Secretary of State under Section 30 of the Act to ensure that the use of cameras in public places is regulated and they are only used in pursuit of a specified purpose. The Code aims to balance the need for cameras in public places with individual's right to privacy.

The legitimate aims of the public space CCTV system for processing data are:

- To help prevent and detect crime and anti-social behaviour.

- Supporting emergency services respond to a serious incident including in the interests of national security/terrorism,

- To help reduce the fear of crime and anti-social behaviour.

- To provide evidential material for Police and the Court proceedings for the prosecution of offenders.

- To aid in the overall management of safety within covered areas and improve community safety.

- To provide support in fly tipped rubbish areas of Swindon Borough Council

The Council is compliant with the Surveillance Commissioner's codes of practice and has completed the best practice self-assessment tool. The Council completes the Surveillance Camera Commissioner's Data Protection Impact Assessment Template, which is recommended to be completed when:

- cameras are added or removed from systems
- cameras are moved or change position
- whole or parts of systems are upgraded
- new systems are installed

Additionally, the Council's CCTV systems and the handling of CCTV data must all comply and have due regard to the Data Protection Act 2018, the regulation of Investigatory Powers Act 2000 and General Data Protection Regulations 2018. The Council's system has a Data Protection Impact Assessment for the public space system and Fair Processing Notice available on the Council's website. Swindon Borough Council is the owner of the system and the data controller for all images captured by public space system in the borough. The Council completes an annual audit of its camera system, its use and compliance with the Surveillance Camera Code of Practice. This approach ensures that CCTV is used effectively to make the borough safer place to live whilst also doing so according to best practice and the law.

Swindon Borough council believes that everyone has the right to respect for their private and family life. The Council's cameras are carefully positioned to respect people's privacy, and they don't overlook any areas where you would expect privacy.

All the Council's public space cameras are overt and are not used for covert surveillance activity which is separately regulated under the provisions of the Regulation of Investigatory Powers Act 2000 (RIPA).

**System Access Requests:**

The Council can provide recordings from its public space cameras for civil claims between individuals or companies. Data is held for up to 30 days depending on size of system from when the incident occurred and is deleted if no data access request has been made in this period.

The request should come from the insurance company or solicitor to provide assurance that the images are being used for lawful purposes. We have a legal duty to ensure images are not disclosed unlawfully under Data Protection Act 2018 and General Data Protection Regulations 2018.  These requests go to the Boroughs data protection team for vetting prior to any footage released to them.

**Equalities Impact Assessment:**

An Equalities Impact Assessment has been completed, considering the impact of the Council's CCTV Strategy on residents in the Borough.  The assessment found that as crime has complex and multifaceted causes, this in turn affects those who

become victims – including the experience of victims with protected characteristics. The public realm CCTV cameras in the Borough are in long term crime hotspots, and therefore will help to support victims of crime in a public space regardless of age, sex, ethnicity, disability, sexual orientation, religion, gender, marriage or pregnancy.

**Measuring success**:

The Council will measure its success at delivering the commitments in this Strategy, through internal audits, internal governance, police & partner agency input and robust reporting of all activities undertaken by the security service.