

**Gravesham Borough Council**

**CLOSED CIRCUIT TELEVISION SYSTEM**

**CCTV**

**CODE OF PRACTICE**

## **Gravesham Borough Council**

### **CCTV SYSTEM**

### **CODE OF PRACTICE**

#### **CONTENTS**

- 1) **BACKGROUND AND STATEMENT OF PURPOSE OF THE GRAVESHAM CCTV SCHEME**
  - **Aims**
  - **Principles**
- 2) **PURPOSE OF THE CODE OF PRACTICE**
- 3) **DEVELOPMENT, REVIEW AND PUBLICATION**
  - **Changes and Review**
  - **Publication**
  - **Complaints**
- 4) **TERMS AND DEFINITIONS**
- 5) **KEY OBJECTIVES**
- 6) **EQUIPMENT AND OWNERSHIP**
  - **Ownership/copyright issues**
- 7) **CONTROL CENTRE MANAGEMENT**
  - **Staffing**
  - **Control Centre Security and Access**
  - **Data Protection**
  - **Subject Access Requests**
- 8) **MANAGEMENT OF RECORDED MATERIAL**
  - **Use of and Access to Recorded Material**
  - **Use of Recorded Material**
  - **Erasure of Recorded Material**
  - **Storage of Recorded Material**
  - **Sharing Recorded Material with the Police**
  - **Cataloguing of Recorded Material**

- 9) **CONTROL CENTRE - REFERRAL OF INCIDENTS**
  - 10) **POLICE USE OF RECORDED MATERIAL**
    - **Provision of Photographic Stills**
  - 11) **COUNCIL USE OF RECORDED MATERIAL**
  - 12) **EVALUATION, MONITORING AND AUDIT OF THE SCHEME**
- APPENDICES A - Location of Cameras**  
**B - Subject Access Request Form**

**GRAVESHAM BOROUGH COUNCIL  
CCTV SYSTEM  
MANAGEMENT AND OPERATION  
CODE OF PRACTICE**

**1.0 BACKGROUND AND STATEMENT OF PURPOSE OF THE GRAVESHAM CCTV SCHEME**

- 1.1 Consultation with the Police has resulted in this edition of the Code of Practice which will be used to manage and regulate the CCTV system. It is an essential document which respects and preserves personal privacy and civil liberties.

**Statement of Purpose of the Gravesham CCTV Scheme**

**Aim**

- 1.2 The aim of the CCTV Scheme:

***" crime prevention and community safety"***

**Principles**

**Fair and Lawful**

- 1.3 This CCTV Scheme will be operated fairly within applicable law, and only for the purposes for which it was established, or subsequently agreed in accordance with this Code.

**Privacy of Individuals**

- 1.4 The CCTV Scheme is intended to view and monitor activity in the public spaces within the area of coverage. Safeguards are installed in the system to allow cameras only to pan past, and not be focussed on homes and other private areas where there is no public access (e.g. living accommodation at the rear of or above shops). CCTV Operators will be required by the CCTV Manager or Auditor to justify their decision to view or record any particular individual, group of people or property.
- 1.5 Direct Covert Surveillance will only be undertaken in line with the Regulation of Investigatory Powers Act 2000 and when CCTV Manager is in possession of written confirmation of an authorisation signed by authorised officer of the Police or Gravesham Borough Council.

## **Effectiveness**

- 1.6 Every effort has been made in the planning and design of the CCTV System to provide maximum effectiveness within the current area of coverage. It is not possible to guarantee that the CCTV System will see or provide evidence of every incident, which takes place within that area. There is no liability placed on the CCTV Operators in detecting all offences, which occur within the areas covered by the CCTV system.

## **Openness**

- 1.7 Signs will be installed in and around the areas covered by the CCTV System. The signs will identify the scheme owner, together with a contact telephone number.
- 1.8 Smaller signs will supplement the above within the area of coverage. The placing of such signs is an important aspect of the principles of The Data Protection Act 1998.
- 1.9 The signs will display the Gravesham Borough Council corporate logo and should read:

<p>Closed Circuit Television (CCTV) is in operation, for the purposes of crime prevention and community safety.</p>
---

## **Public Confidence**

- 1.10 Public confidence is based upon effectively operating cameras. Dummy cameras will not be used within this Scheme.
- 1.11 Data Subject Access Requests will be handled promptly and effectively.

## **2.0 PURPOSE OF THE CODE OF PRACTICE**

- 2.1 This Code of Practice is to set out standards to control the management, operation and use of all the Closed Circuit Television (CCTV) Systems under the control of Gravesham Borough Council Community Safety Team responsible to Head of Environmental and Public Health Services.
- 2.2 The Code of Practice will be subject to review and an annual report will be produced by the Community Safety Team.
- 2.3 Gravesham Borough Council remain bound by the Code of Practice, and any subsequent amendments thereto. Amendments should reflect the principles and objectives of the Code.
- 2.4 The CCTV Scheme is managed by the CCTV Manager, employed by Gravesham Borough Council who has responsibility for compliance with the purposes and objectives and for the management and security of the CCTV Scheme.
- 2.5 An Operator's Procedural Manual, giving detailed instructions on all aspects of the operation of the control room supplements this Code to ensure that the objectives and principles set out are realised.
- 2.6 It is the responsibility of the CCTV Manager to ensure the Procedural Manual is kept up-to-date, and put into practice.

### **3.0 DEVELOPMENT, REVIEW AND PUBLICATION**

3.1 The Code takes account of:

- **Human Rights Act 1998**
- **Data Protection Act 1998**
- **Freedom of Information Act 2000**
- **Regulation of Investigation Powers Act 2000**
- **Guidance produced by Liberty (National Council for Civil Liberties) contained in 'A Watching Brief' 1996.**
- **Guidance produced by Local Government Information Unit 1996**
- **Information Commissioners Code of Practice 2000**
- **Information Commissioners Guidance Note 2004**

#### **Changes and Review**

3.2 The Code will be subject to periodic review by Gravesham Community Safety Team following consultation with interested parties to ensure it continues to reflect the public interest.

3.3 All changes within the CCTV Scheme of whatever type must be agreed by the Head of Service. A major change is one that will have a significant effect on the Code or the operation of the CCTV Scheme. This may include technological changes.

3.4 A list of camera locations will be included in Appendix A to this Code of Practice. Additional camera locations will be agreed by the CCTV Manager subject to relevant planning permission and where necessary in consultation with Kent Police.

3.5 Each additional location within the Borough where CCTV is installed will be added to Appendix A and this Code will apply to all such locations.

#### **Publication**

3.6 This Code of Practice is a public document. It will be included in the Council's Publication List under The Freedom of Information Act 2000, and it will be displayed on Gravesham Borough Council's Website. A charge may be made for issuing paper copies of the Code.

#### **Complaints**

3.7 Complaints relating to the CCTV system should be made in the first instance to the CCTV Manager in writing.

3.8 If the complainant is not satisfied, they are able to take the complaint further using Gravesham Borough Council's general complaints procedure.

## **4.0 TERMS AND DEFINITIONS**

### **4.1 Auditor**

Any person authorised by the Owner to carry out inspections of the CCTV System management and operation in order to ensure compliance with all relevant codes, instructions and legislation.

### **4.2 CCTV Control Centre**

The area where CCTV data is monitored, retrieved and analysed.

### **4.3 CCTV Scheme**

The totality of arrangements for closed circuit television within Gravesham including, but not limited to, the technological system, staff and operational procedures.

### **4.4 CCTV System**

The surveillance items comprising cameras and associated equipment for monitoring, transmission and controlling purposes, for use in a defined security zone.

### **4.5 Community Safety**

Community Safety is defined as any intervention which deals with anti-social behaviour or fear which affects the quality of life of individuals and communities.

### **4.6 CCTV Manager**

The person or persons designated, trained and authorised as having direct responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme.

### **4.7 CCTV Operator**

Person specifically designated trained and authorised by the owner of a Scheme to ensure that at all times the CCTV System is operated in accordance with the Code of Practice and any procedural instruction issued by the owner or the CCTV Manager.

### **4.8 Data**

All information, including that about a person.

#### 4.9 Data Controller

A person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which personal data are, or are to be processed. Under this Code it is Gravesham Borough Council.

#### 4.10 Incident

An activity that raises concern that an offence has been, is being or is about to be, committed, or that an occurrence which has taken place warranting specific action by an operator. Additionally, for the purposes of this scheme, an incident is defined as:

Any event or occurrence monitored by a controller in respect of which information needs to be passed to another source to generate a response.

OR

A request, by an authorised person, or body to monitor specific events or activity, which are in accordance with the purposes and key objectives of the scheme.

#### 4.11 Lapsed time recorded material

Material which is recorded at a number of frames per second which is less than the real time recording rate i.e. between 1 and 24 frames per second.

#### 4.12 Master Copy

The first copy taken of the recorded material by the CCTV Operator.

#### 4.13 Owner

Gravesham Borough Council is the owner of this scheme and as such has direct responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme.

#### 4.14 Procedural Manual

Manual held at the Control Centre giving guidance to staff about correct operation. This will be reviewed regularly by the CCTV Manager.

#### 4.15 Retrieval System

A CCTV system having the capability, in any medium, of effectively capturing data that can later be retrieved, viewed or processed.

#### 4.16 Recorded Material

Any data recorded on any medium that has the capacity to store data and from which data can later be recalled irrespective of time.

#### 4.17 Real Time Recorded Material

This material recorded at 25 frames per second.

## 5.0 KEY OBJECTIVES OF THE CCTV SCHEME

5.1 Key objectives based on specific local concerns facilitate effective management and operation of the CCTV Scheme by focussing on day-to-day operations. They will be evaluated over a period of time.

5.2 The Key Objectives of the CCTV Scheme are:

- To deter and detect crime and provide evidential material for court proceedings
- To enhance community safety and reduce fear of crime
- To help in identifying, apprehending and prosecuting offenders
- To reduce the cost and consequences of anti social behaviour
- To assist Gravesham Borough Council in managing the Town Centre
- To increase the vitality of the Town Centre

## **6.0 EQUIPMENT AND OWNERSHIP**

6.1 The CCTV System equipment is owned and operated by Gravesham Borough Council.

### **Ownership/Copyright Issues**

6.2 All property in the CCTV Control Centre, including recorded material is owned by the Gravesham Borough Council, who also owns copyright.

## **7.0 CONTROL CENTRE MANAGEMENT**

### **Staffing**

- 7.1 The CCTV cameras within this system identified in Appendix A will be controlled and monitored at CCTV Control Centre within the Gravesham locality.
- 7.2 The job description and person specification of the CCTV Operators and CCTV Manager will be applied fairly in recruitment.
- 7.3 All CCTV Operators must be suitably trained and/or be capable of meeting in-service training requirements.
- 7.4 All persons employed or considered for employment in the CCTV Control Centre will be required to disclose past criminal convictions (and, if appointed, any further convictions) so the Council may decide whether the offence has a bearing on the nature of the appointment.
- 7.5 The normal supervisory and disciplinary procedures of Gravesham Borough Council will apply to the CCTV Manager and all CCTV Operators to ensure compliance with their responsibilities in accordance with this Code.
- 7.6 All CCTV Operators work in accordance with the Council's wider Policies, including its Equal Opportunities Policies.

### **Control Centre - Security and Access**

- 7.7 The CCTV Control Centre doors will remain locked at all times. Access will be strictly controlled from within.
- 7.8 CCTV Operators must satisfy themselves of the identity of any person seeking access. In cases of doubt, access will not be allowed and the matter reported to the CCTV Manager.
- 7.9 The CCTV Manager is responsible for the day-to-day management of the CCTV Control Centre. That nominated manager is authorised to decide when access into the Control Centre is to be permitted. This will normally be, appointed operators and any authorised Police Officer. Authorised Police Staff and Council Staff will have access to the review suite in the staff control centre to collect and return recorded material.
- 7.10 The CCTV Manager is authorised to use discretion to allow others into the CCTV Control Centre on bona fide business, e.g. contractors for repair and maintenance and any visitors.
- 7.11 A detailed log will be maintained in the CCTV Control Centre to record the names of all persons entering the CCTV Control Centre, their business, and times of arrival and departure.

## **Data Protection**

- 7.12 This CCTV Scheme is registered under The Data Protection Act 1998. The Data Controller, as defined in the Data Protection Act, is Gravesham Borough Council. All data will be processed in accordance with the stated purposes thus ensuring compliance with the Act.
- 7.13 The recorded material held in the CCTV Control Centre will be used only by the Council or the Police and then only in secure conditions and for the stated purposes.

## **Subject Access Requests**

- 7.14 Individuals (data subjects) may be allowed access to recorded material about them. A standard "Subject Access Request Form" (see Appendix B) should be completed, and returned to the CCTV Manager who will respond briefly describing the types of images which are recorded and retained and information about the disclosure policy. It will then be decided whether the request should receive compliance.
- 7.15 The CCTV Manager must complete documentation, together with reasons for refusal in the event of non-compliance with the request.

## **8.0 MANAGEMENT OF RECORDED MATERIAL**

### **Use Of and Access to Recorded Material**

- 8.1 Recorded material will be used only for the purposes defined in this Code of Practice. It should be of the high quality required to satisfy evidential requirements and the Data Protection Act 1998.
- 8.2 Access to such material will only take place in accordance with procedures defined in this Code of Practice.
- 8.3 Recorded material will not be sold or otherwise used for commercial purposes or the provision of entertainment.
- 8.4 Public showing of recorded material will only be allowed in compliance with Police needs connected with an investigation and only then in accordance with the Codes of Practice of The Police and Criminal Evidence Act 1984, or any other circumstance provided by law. The required release document must clearly state the intended use and time scales. Any required editing out of irrelevant subject matter should be passed for approval to the CCTV Manager.

### **Use of Recorded Material**

- 8.5 At the time of tape insertion the CCTV Operator must record the date and time of tape insertion. The same procedure will apply upon tape removal.

All videotapes will be uniquely and sequentially referenced to facilitate easy identification.

- 8.6 Videotapes/CDs will be stored securely in the CCTV Control Centre accessible by authorised personnel only.

If a tape is archived it is referenced and recorded

Recorded material will only be released to Police Officers or duly authorised Police or Council staff when tapes are released an entry must be made in the register a signature from the recipient must also be obtained.

It is the responsibility of the Police to return any such tapes/CDs at the conclusion of any proceedings.

- 8.7 The recording system should be checked on a regular basis to ensure it is in good working order.

### **Erasure of Recorded Material**

- 8.8 Digitally recorded material recorded on lapse time will be stored on a hard drive and will remain for 28 days after which it will automatically be overwritten.

- 8.9 Any real-time recorded material on tapes/CDs, which are not required by the Police for evidential purposes, will be erased 30 days after recording. Tapes will be replaced after a maximum of 12 uses (i.e. normally 12 months use).

#### **Storage of Recorded Material**

- 8.10 Recorded material will be stored in a secure cabinet to ensure that there is no unauthorised access or possibility of accidental damage. The storage space will be dust and moisture free, kept at constant temperature and electro-magnetically masked. Only the CCTV Manager and CCTV Operators will have authorised access to the recorded material.

#### **Sharing Recorded Material with the Police**

- 8.11 Monitoring equipment is installed at Kent Police Headquarters, which will allow the Police to monitor incidents when alerted by the CCTV Control Centre using the dedicated link.
- 8.12 When incidents are highlighted to the Police for attention, the level of response will be decided by the Police, using their existing criteria for responding to calls for Police assistance. The Police will inform the CCTV Operator when he/she can recommence general surveillance.

#### **Cataloguing of Recorded Material**

- 8.13 The Procedural Manual contains a precise procedure for logging the use of each individual extract of recorded material and for logging the purpose when the recorded material is released to the Police.
- 8.14 The log of recorded material will be stored in the CCTV Control Centre.

## **9.0 CONTROL CENTRE - REFERRAL OF INCIDENTS**

- 9.1 If, during monitoring in the CCTV Control Centre, the CCTV Operator sees an incident which involves, or appears to involve, criminal activity or other activity requiring Police attention, they will immediately alert Kent Police at Maidstone HQ by telephone.
- 9.2 The CCTV Operator will log the details of the incident and the communication with the Police (including time, date, details of what was seen and any other relevant information).
- 9.3 Other Agencies with Prosecution powers such as Customs and Excise or Health and Safety Executive may make requests for evidence through scheme Owners. Requests must be made via Data Controller.
- 9.4 If, during monitoring, a CCTV Operator sees an incident which does not involve, or appear to involve, criminal activity (traffic congestion, damage or obstruction) the CCTV Operator will alert the appropriate Agency whose responsibility it will be to investigate the report and take all necessary remedial action.
- 9.5 The CCTV Operator will log the details of the incident and the reporting line used.

## **10.0 POLICE USE OF RECORDED MATERIAL**

- 10.1 When the Police have reasonable cause to believe that an incident has been recorded which involves, or may involve, criminal activity, public disorder or antisocial behaviour, a duly authorised Police Officer will be handed the recorded material by CCTV Operator, against signature and in accordance with strict procedures.
- 10.2 The handling and use of video tapes/CDs will be carried out in compliance with relevant legislation and Force Policy
- 10.3 In the circumstances specified above, the recorded material will then be released by the CCTV Control Centre, but ownership and copyright remains with the Gravesham Borough Council as owners. The recorded material shall at no time be used for anything other than the purpose specified and identified when the recorded material is released by the CCTV Operator, to the Police.
- 10.4 Any recorded material released from the CCTV Control Centre to the Police will be dealt with in accordance with Police procedures.
- 10.5 The recorded material exhibited in Court as evidence must be the master copy of the recording. There must be no editing, either by cutting or splicing or recording from other sources. However, while the master of the recorded material is in Police possession, Police may take one working copy of the recorded material and a second copy of the recorded material to be used as disclosure material to the defence. Written statements will be required from the Police Officers as supporting evidence on copying and other handling of the recorded material.
- 10.6 Where recorded material is passed to the defence, they will be required to sign a statement acknowledging that the information is subject to the Data Protection Act and that the copyright is owned by Gravesham Borough Council.
- 10.7 The Police have specialist facilities for making copies of recorded material.
- 10.8 Gravesham Borough Council along with the Police do not support the use of any recordings for 'entertainment programmes' and agree not to release them for this purpose.
- 10.9 If a CCTV Operator is monitoring the CCTV system when an incident occurs, the occurrence log of what was seen on the monitor will be admissible in Court, as supporting evidence to the recorded material itself. The provision of such statements should however be restricted in all but specific instances where there is an urgent need for such a statement, and no other means of corroboration is available. In these circumstances, a Police Officer or Police civilian statement taker duly authorised by the Duty Inspector of Police, will

attend the Control Centre and obtain a statement from the person who witnessed the incident on the monitor.

- 10.10 The CCTV Operator in the Control Centre who loaded the recorded material and the person who removed it from the recording equipment will also be required to make statements for court purposes.
- 10.11 At the conclusion of the use of any original recorded material it is the responsibility of the Police to return it to the CCTV Manager unless the Court directs that it should be destroyed instead of being handed back to the Owners.

### **Provision of Photographic Stills**

- 10.12 An authorised Police Officer may request Gravesham Borough Council as the Owner to produce still photographs from recorded material. All such still photographs will be indexed and recorded in file retained at the CCTV Control Centre.
- 10.13 The Operators Procedural Manual will include a defined procedure for logging still photographs, which are produced from the recorded material (including dates, times and names of operators producing the photographs).
- 10.14 Any still photograph released from the Control Centre to the Police will be kept secure and its handling logged, following the procedures set out above in respect of recorded material.

## **11.0 COUNCIL USE OF RECORDED MATERIAL**

- 11.1 A Council Officer may ask the CCTV Manager to view the recording of a specified incident which does not involve, or appear to involve, criminal activity but which may involve the Council services for which the Officer is responsible (e.g. anti-social behaviour, traffic congestion, damage or obstruction, littering, dog fouling or waste disposal), if either -
- a) during monitoring, a CCTV Operator has seen the incident and alerted the relevant Council Officer.
  - b) the Council Officer is made aware of incidents by any other means.
  - c) Directed Covert Surveillance has been authorised by a duly authorised Officer of the Council.
- 11.2 The procedure will be the same as section 10 'Police use of recorded material'.

## **12.0 EVALUATION, MONITORING AND AUDIT OF SCHEME**

- 12.1 The Owner should arrange for independent evaluation at least every three years to establish whether the scheme has met its key objectives and that the scheme is operated in compliance with the code of practice. This will be compiled in a report and made available for public viewing.
- 12.2 An Annual Report will be compiled and made available for public information by the Partnership. The topics covered within the report should include details of the following:-
- Current geographical area(s) of operation
  - Any changes to the operation or management of the CCTV Scheme System or Code of Practice, including changes in camera locations
  - Any changes that have been made to the policy or key procedures and budget implications
  - Any proposals to expand or reduce the operation of the Scheme
  - The aims and objectives for the next 12 months

The annual report should also provide details of the Scheme's achievements during the previous 12 months, which may be based on information already held by the Scheme.

**Gravesham Borough Council  
CCTV System  
Code of Practice**

## Appendix A

**Town Centre CCTV Positions - cameras**

<b>Camera No.</b>	<b>Road Name</b>	<b>Area</b>	<b>Description</b>
5	Rathmore Road Car park	Gravesham Town Centre	CCTV Camera Column
6	Junction of New Road & Windmill Street	Gravesham Town Centre	CCTV Camera Column
8	Junction of Queen Street & The Terrace	Gravesham Town Centre	CCTV Camera Column
10	Junction of Berkley Crescent & Milton Road	Gravesham Town Centre	CCTV Camera Column
11	Junction of Stone Street & Clive Road	Gravesham Town Centre	CCTV Camera Column
12	Junction of New Road & Bath Street	Gravesham Town Centre	CCTV Camera Column
13	Junction of High Street & West Street	Gravesham Town Centre	CCTV Camera Bracket Mounted
14	Junction of Garrick Street & New Road	Gravesham Town Centre	CCTV Camera Column
15	Milton Place Car Park	Gravesham Town Centre	CCTV Camera Column
16	Gordon Pleasure Gardens	Leisure Park	CCTV Camera Column
20	Junction of King Street & Parrock St	Gravesham Town Centre	CCTV Camera Column
21	Junction of New Road & Stone Street	Gravesham Town Centre	CCTV Camera Bracket Mounted
22	Wallis Park Block B&C	Northfleet	CCTV Camera Column

<b>23</b>	<b>Wallis Park Block C&amp;D</b>	<b>Northfleet</b>	<b>CCTV Camera Column</b>
<b>24</b>	<b>Wallis Park Block B&amp;D</b>	<b>Northfleet</b>	<b>CCTV Camera Bracket Mounted</b>
<b>25</b>	<b>Junction of Christianfields Ave &amp; Ash Road</b>	<b>Kings Farm</b>	<b>CCTV Camera Column</b>
<b>26</b>	<b>Palmer Ave adjacent to Warrior Ave</b>	<b>Kings Farm</b>	<b>CCTV Camera Column</b>
<b>29</b>	<b>Junction of Warrior Ave &amp; Ferguson Ave</b>	<b>Kings Farm</b>	<b>CCTV Camera Column</b>
<b>31</b>	<b>Junction of Kitchener Ave &amp; Cedar Ave</b>	<b>Kings Farm</b>	<b>CCTV Camera Column</b>
<b>34</b>	<b>Wrotham Road opposite Zion Place</b>	<b>Gravesham Town Centre</b>	<b>CCTV Camera Bracket Mounted</b>
<b>38</b>	<b>Junction of Ingoldsby Road &amp; Shamrock Road</b>	<b>Denton</b>	<b>CCTV Camera Column</b>

**Gravesham Borough Council  
CCTV System  
Code of Practice**

## APPENDIX B

## Gravesham Borough Council

**HOW TO APPLY FOR INFORMATION ABOUT  
CCTV IMAGES HELD BY GRAVESHAM BOROUGH COUNCIL  
UNDER THE DATA PROTECTION ACT 1998**

**Your Rights**

You have a right to be told whether any CCTV images are held which identify you. You will need to provide a date, exact time (accurate to within 15 minutes) and location of when your image may have been recorded by the CCTV system.

You will only be given that information if they are satisfied as to your identity. Information identifying someone else, will not be given unless that person agrees.

If you think that the CCTV images of you, also identify another person, you need to obtain that person's agreement and send it with your application. If such agreement is not possible or not obtained it may be necessary to arrange for third party images to be disguised or blurred.

**Data Controller's Rights**

You will not be entitled to receive information where that information is held for:-

- The prevention or detection of crime
- The apprehension or prosecution of offenders

and giving you the information would be likely to prejudice any of these purposes.

NOTE: It may be necessary to consult Kent Police before forwarding information subject of this application.

In addition, a Guidance Note from the Information Commissioner in December 2004 also states that the Data Protection Act does not apply to general street scenes where no incident has occurred and there is not any focus on any particular individual's activities. The rule of thumb in these instances is whether the recorded material aimed to learn about a particular individual's activities. In these circumstances you will not be entitled to see the information.

**Fees**

The fee to apply for information is £10.00 per application. Cheques or postal orders should be made payable to Gravesham Borough Council.

## Proof of Identity

To help establish your identity, your application must include photocopies of two official documents which between them clearly show your name, address and date of birth. For example: driving licence, medical card, birth certificate or a passport. It may be necessary to produce a recent photograph and/or a description of clothing worn at the relevant time.

## Submitting the Completed Application Form

When you have completed the attached application form, please forward it with the appropriate proof of identity and fee to:

CCTV Manager  
Community Safety Team  
Gravesham Borough Council  
Cygnet House  
132 Windmill Street  
Gravesend  
Kent DA12 1BQ

Applications may take up to 40 days to process.

## CHECKLIST

Before sending your application, please ensure you have;

- (a) Completed all sections of the form
- (b) Enclosed your identification documents
- (c) Signed the enclosed form
- (d) Enclosed the £10.00 fee

## HELP TO MAKE THE APPLICATION

If you have difficulty completing this application form please contact Gravesham Borough Council Customer Service at Civic reception where assistance will be available.

## MORE INFORMATION

These notes are only a guide. The law is set out in the Data Protection Act 1998, a copy of which is available from H.M.S.O. Further information and advice may be obtained from:-

The Office of the Information Commissioners  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545745

**NB** This application for access to information must be made direct to Gravesham Borough Council and **NOT** to the Information Commissioner.

**Personal Details** (to be completed in all cases using block capitals)

Title (Mr/Mrs/Miss/Other) .....

Surname/Family Name .....

First Name(s) .....

Male.....Female .....Age ..... Height

.....  
(This helps us locate the images)

Home Address .....

(This is the address to which all replies will be sent unless you specifically indicate otherwise) .....  
Postcode ..... Tel No. (Day) .....

In relation to this application dealing solely with recorded images, were you:

The person reporting an offence or incident (yes/no) .....

- A witness to an offence or incident (yes/no) .....
- A person accused or convicted of an offence (yes/no) .....
- A victim of an offence (yes/no) .....

**Please give details of date, exact time (accurate to 15 minutes) and location of incident and any other information**

.....  
.....  
.....  
**Should the information you require relate to your vehicle, please supply details of make, model and registration number**

**DECLARATION** (to be signed by the applicant)

The information I have supplied in this application is correct, and I am the person to whom it relates:-

Signed by ..... Date .....

**WARNING** a person who impersonates or attempts to impersonate another may be guilty of an offence.

**FOR OFFICIAL USE ONLY**

Date application received .....

Date Acknowledgement sent .....

**Details of identity document(s)**

Identity document(s) checked (yes/no) .....

Type of document(s):      Driving Licence / Passport / Medical Card / Birth Certificate / Marriage Certificate / Other:

.....

Document(s) returned (yes/no) .....

Application checked (yes/no) .....

**Method of Payment**

Cheque / Cash / Postal Order .....

Receipt Number .....

**Officer Completing This Section**

Name .....

Signature .....

**Action Taken**

Letter Sent .....