

# Culture and Communities Committee

10am, Tuesday, 26 March 2019

## Criteria for Potential Development of CCTV Network

Item number	8.6
Executive/routine	
Wards	
Council Commitments	

### 1. Recommendations

---

- 1.1 To agree the Council's CCTV Expansion Criteria policy attached at Appendix 1.

**Alistair Gaw**

Executive Director for Communities and Families

Contact: Rona Fraser, Senior Manager, Community Justice

E-mail: [rona.fraser@edinburgh.gov.uk](mailto:rona.fraser@edinburgh.gov.uk) | Tel: 0131 529 3517

# Criteria for Potential Development of CCTV Network

## Criteria for Potential Development of CCTV Network

### 2. Executive Summary

---

- 2.1 This report presents reviewed criteria to be used when considering the installation of additional Public Realm CCTV cameras, should there be money made available for expansion of the CCTV camera network capacity.

### 3. Background

---

- 3.1 An internal audit review of CCTV infrastructure conducted in 2017, included a recommendation to align policies and procedures with applicable legal and regulatory requirements.
- 3.2 A subsequent review was conducted on the current policy for prioritising the installation of new cameras agreed on 29 August 2006; “Criteria for the Installation of Additional Public Space Cameras”.

### 4. Main report

---

- 4.1 City of Edinburgh Council’s CCTV strategy is to use CCTV where it can be an effective crime prevention and detection tool or will assist with environmental issues and where it will contribute to operational management of the city.
- 4.2 It is recognised that CCTV is not the solution for every situation and there are other crime prevention methods that can be equally or more effective in some situations, and it is necessary to identify where a proposal is not appropriate. The Council wants to be able to respond to changes in the environment and recognise where CCTV is the best solution but also to rigorously test that each camera is being deployed where it can be most effective, as the Council recognises that a large amount of resources are required to run an efficient and effective CCTV scheme.
- 4.3 Data protection legislation requires the collection and use of personal data to be lawful, fair, and transparent. This means that the Council must have a lawful basis (also known as a condition of processing) for collecting and processing personal

data; the use must be fair in the circumstances; and the Council should tell people why it collects personal data and what it will do with it.

- 4.4 In order for processing to be considered fair, it must be necessary and proportionate. Information Commissioner guidance stipulates that the use of surveillance technology must meet an identified and pressing need (for which less intrusive solutions are not deemed to be feasible or effective). To demonstrate that the use of CCTV is proportionate, the Council should be able to evidence an identified need, and be able to monitor the impact the CCTV has on addressing the problem.
- 4.5 For the Council's CCTV Public Realm estate to be aligned with data protection legislation and be implemented effectively, the reviewed criteria for installation of cameras needs to be agreed. The proposed criteria which will decide the priority for installation of new cameras is shown in Appendix 1. This will enable objective and evidence based decisions to be made in deciding the use of any future available capital and revenue budgets for public realm CCTV.

## **5. Next Steps**

---

- 5.1 Implementation of new policy should there be money made available for expansion of the CCTV camera network capacity.

## **6. Financial impact**

---

- 6.1 At this point, there are no financial implications in respect of this paper.

## **7. Stakeholder/Community Impact**

---

- 7.1 This report aims to fulfil Council commitment number 51; to improve community safety by protecting local policing and empowering communities to tackle long term safety issues and hate crime in all its forms including supporting restorative justice initiatives and other projects.
- 7.2 This report seeks to strengthen the criteria for installation of any new Public Realm CCTV cameras in line with General Data Protection Regulation (GDPR).

## **8. Background reading/external references**

---

- 8.1 None.

## **9. Appendices**

---

### 9.1 Criteria and considerations for the installation of additional public space cameras

## Appendix 1

### Criteria and considerations for the installation of additional public space cameras

#### Essential Criteria

- CCTV proposals that have been developed as a result anti-social behaviour or crime should explore other activity to address identified problems such as submission of any issues into local Community Improvement Partnerships. It will be anticipated that the issues will have been monitored using a re-deployable or mobile CCTV and the effectiveness of the installation of a permanent CCTV system assessed from this. Could the impact be achieved by taking other measures e.g. improved lighting, improvements in opportunities for natural surveillance, environmental improvements, alarms?
- A Privacy Impact Assessment (PIA) must be carried out to look at the pressing need that the surveillance system is intended to address and whether its proposed use has a lawful basis and is justified, necessary and proportionate. **It is Council Policy that a PIA must be completed for all projects and processes that require personal data to be collected or used in a new or different way.** All completed PIAs should be registered with the Information Governance Unit who are responsible for providing advice and guidance on the PIA process.
- A comprehensive local area analysis should have been undertaken to identify the hotspots within the area in relation to public space crime and antisocial behaviour. Data from Community Improvement Partnerships and/or Police Scotland will be expected to justify requested positioning.
- A site survey should have been carried out for the road and building layout and issues of possible displacement of any antisocial behaviour/crime and to assess whether CCTV can assist with the problem.
- A technical site survey must be conducted to identify precise locations of any proposed additional cameras as they will be dependent on, for example, site availability, planning proposals, future development of the area, sight lines, road and building layout and other technical considerations.
- Financial estimations and quotes must to be developed and considered, preferably in the form of a costed business case. This takes into account upfront capital spending such as the CCTV camera, installation costs and also revenue costs such as transmission (wireless or fibre), electricity, licensing fees and maintenance. If capital funding is available, there must also be available revenue funding for the upkeep of the camera.

#### Desirable Criteria

- Priority should be given where CCTV can be installed during development and used thereafter to protect investment and make public areas safer.
- Priority should be given to cameras that enhance other Council or local strategies, initiatives or facilities.
- Priority should be given to cameras that enhance or add value to the current network.
- CCTV should be installed where it can assist with the management of major public events.