

<b>Policy Name</b>	<b>Frequency of Review</b>	<b>Date adopted &amp; Minute Ref</b>
ANPR Camera System - Principles of Practice	Annually	7 <sup>th</sup> November 2018 Minute 18/114
		6 <sup>th</sup> May 2020 Minute 20/011
	Two yearly	5 <sup>th</sup> Oct 2022 Minute 27/171

## **Bourton-on-the-Water Parish Council**

### **ANPR Camera System – Principles of Practice**

#### 1. Objective:

The objective of the Automatic Number Plate Recognition [ANPR] system in the Parish of Bourton-on-the-Water is to deter speeding vehicles. The system will capture vehicle number plates so that the data related to speeding vehicles can be provided to the Police. This is the primary purpose of the system and is a progression of existing community speedwatch by the use of camera technology as one element of the speed management measures throughout the Parish.

A key aim is to raise awareness of the danger of speed through modified driving behaviours resulting in lower speeds on roads, thus protecting parishioners and visitors to Bourton on the Water.

#### 2. Principles of Practice

The following principles are based upon those set out by the Safer Communities Project Surveillance Camera Code of Practice for mobile ANPR system installations.

**Principle 1:** The use of a surveillance camera system must always be for a specific purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need:

Speeding has been considered a serious problem throughout the Parish for many years and has started to be addressed through a 20mph scheme, a VAS on Rissington Road and is now being backed further by an ANPR camera system.

The ANPR camera is part of an automated Speed Watch system. Its aim is purely educational, seeking to raise awareness of the dangers of speeding, resulting in modified driving behaviours with lower speeds on roads. The system will be monitored and administered by Council authorised personnel and where results show persistent offenders these will be shared with the police.

The system will only be used by the Parish Council to provide vehicle speed data to the Police. However, the police may also access the system for the prevention and detection of crime in the Parish. No personal data will be held by the Parish Council.

As with any Speed Watch initiative, any data captured of speeding vehicles which is in accordance with National ANPR Standards for Policing: Part 1 – Data Standards regulations item 3.1, is not assessed as personal data at the point of capture or until such data is entered into a Police database system and is passed to the police to process in accordance with law.

**Principle 2:** The use of a surveillance system must consider its effects on individuals and their privacy with regular annual reviews to ensure its use remains justified.

The system will undergo quarterly reviews and will be fully evaluated each year to assess its impact on speeding in the Parish. Whilst the data captured is not assessed as personal data, there will be an annual review of the ANPR system Privacy Impact Assessment.

**Principle 3:** There must be as much transparency in the use of a surveillance camera as possible

Surveillance Camera warning signage will be displayed on five village access roads – Rissington Road, Sherborne Street, Lansdowne, Moore Road and Station Road. Signage will be monitored and any shortfalls will be addressed.

**Principle 4:** There must be a clear responsibility and accountability for all surveillance camera system activities including image and information collection, held and used.

This system is managed by the Bourton-on-the-Water Parish Council Highways Committee nominated Councillor(s) and a civilian administrator. There will be regular liaison with the local Police to ensure effectiveness of the system. In addition to Council nominated personnel, only authorised Police personnel access the data where necessary. All access is auditable with secure password protected log-in. All access is subject to regular review to ensure appropriateness.

Any data captured of speeding vehicles is, in accordance with National ANPR Standards for Policing: Part 1 – Data Standards regulations item 3.1, not assessed as personal data at the point of capture. Only anonymised statistical data may be used in reviews, updates and evaluations.

**Principle 5:** Clear rules and procedures must be in place before a surveillance camera system is used and these must be communicated to all who need to comply with them.

Bourton-on-the-Water Parish Council has published minutes recording the decisions of acquiring the ANPR Camera. Minutes are available on the Parish Council website. Policies and principles have been produced and more detailed procedures will be produced as necessary. Regular reviews will be undertaken to ensure the continual effectiveness and appropriateness of the system.

**Principle 6:** No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance system and such images and information should be deleted once their purpose has been discharged.

Data on speeding vehicles will be passed to the Police where necessary for action. Any actions taken by the Police once data is passed to them will be in accordance with the powers and duties under the Data Protection Act and the Regulation of Investigatory Powers Act. The police will also be able to access the system for the prevention and detection of crime in the Parish.

**Principle 7:** Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Access is restricted to authorised personnel, auditable and password protected. Any data captured of speeding vehicles is, in accordance with National ANPR Standards for Policing: Part 1 – Data Standards regulations item 3.1, not assessed as personal data at the point of capture.

Only anonymised statistical data is used for review and evaluation purposes as part of the Safer Communities project.

**Principle 8:** Surveillance camera system operators should consider any approved operational, Technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

This is an automated Speedwatch system with data passed to the Police where necessary for action.

**Principle 9:** Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

Data is held on a secure server. Access to data is restricted to authorised personnel. Any data captured of speeding vehicles is, in accordance with National ANPR Standards for Policing: Part 1 – Data Standards regulations item 3.1, not assessed as personal data at the point of capture.

**Principle 10:** There should be effective review and audit mechanism to ensure legal requirements, policies and standards are complied with in practice and regular reports should be published.

The system will be subject to regular audit and reported to the Parish Council. In addressing speeding in Bourton-on-the-Water, the location of the camera may be moved based on identified need. Any changes in location will be compliant with all appropriate policies, protocols and this code of practice.

**Principle 11:** When the use of a surveillance camera is in pursuit of a legitimate aim and there is a pressing need for its use, it should then be used in the most effective ways to support public safety and law enforcement with the aim of processing images and information of evidential value.

Data on speeding vehicles will be passed to the Police where necessary for action. Any actions taken by the Police once data is passed to them will be in accordance with the powers and duties under the Data Protection Act and the Regulation of Investigatory Powers Act.

**Principle 12:** Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Adopted by Bourton-on-the-Water Parish Council: 6<sup>th</sup> May 2020

Updated and re-approved 3<sup>rd</sup> August 2022