

**Appendix 1: Stirling Public Space Closed-Circuit Television – Policy Statement
(dated November 2012).**

STIRLING PUBLIC SPACE CCTV POLICY STATEMENT

1. Purpose of CCTV Policy Statement

- 1.1. This Public Space CCTV Policy Statement, in conjunction with the Public Space CCTV Operating Procedures, provides clear guidelines on the Council's use of CCTV in public areas, with the purpose of protecting the public from any potential abuse of the CCTV system and protecting the Council from allegations of misuse of the CCTV system.
- 1.2. The Public Space CCTV Policy Statement covers the use of CCTV equipment and the gathering, storage, use and disposal of visual data. This policy applies to all staff employed by Stirling Council and external agencies who operate the Public Space CCTV system on the Council's behalf or use CCTV visual information.
- 1.3. The Public Space CCTV Policy Statement supports the key priorities of the Council's *Serving Stirling* in terms of making full use of Council policy to combat anti-social behaviour, and reviewing the use of CCTV. The Policy also accords with the key objectives of the Stirling's Community Safety Partnership, through working with multi agency partners and communities to make Stirling a safe place to live work and enjoy.

2. Public Space CCTV in Stirling

- 2.1. Within the Stirling Council area a Closed Circuit Television (CCTV) system covers public spaces including Council controlled public car parks across the city of Stirling. This system currently comprises 49 active Council-owned cameras, monitored by the Forth Valley CCTV Control Centre in Alloa, for the purposes of crime prevention and community safety.
- 2.2. The Forth Valley CCTV Partnership comprising Police Scotland - Forth Valley Division, Clackmannanshire, Falkirk and Stirling Councils, undertakes the management of all operational aspects of public space CCTV across the Forth Valley.

3. Objectives of the Public Space CCTV System

- 3.1. The Public Space CCTV system operated on behalf of Stirling Council has the following objectives:
 - a) Protecting areas and premises used by the public;
 - b) Deterring and detecting crime and anti-social behaviour;
 - c) Assisting in the identification, apprehension and prosecution of offenders;
 - d) Reducing fear of crime, anti-social behaviour and aggression;
 - e) Monitoring and control of crowds at events and festivals;
 - f) Detection and protection of missing persons;
 - g) Monitoring traffic management issues;

- h) Assisting emergency services, including major exercises relating to criminal activities and public safety;
- i) Providing the Police, the Council, and other organisations as authorised with evidence upon which to take criminal and civil actions in the Courts;
- j) Assisting the general management of the area by identifying issues, and notifying service providers.

Details of these core criteria are contained within the Public Space CCTV - Operating Procedures.

3.2. The CCTV system will not be used for any other purpose than those set out in this document without prior consultation with Stirling Council's Leader, Chief Executive and the FV CCTV Management Group.

3.3. Exclusions of use of CCTV include:

- Monitoring the activities of anyone on reasons of age, gender, religion or race and who have not come to the attention of the operators of the system for one of the purposes highlighted in 3.1;
- Monitoring anyone acting lawfully;
- Intrude into the privacy of any individual or company unless in pursuit of one of the above authorised uses;
- For purposes of entertainment.

3.4. Individuals will only be monitored if there is reasonable cause to suspect a criminal offence and this will only be permitted when authorised, and may require the use of a Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) authorisation). Directed covert camera use would require RIPSA authorisation, which would be obtained through the relevant procedures.

3.5 The misuse of a CCTV system will be acted upon and could result in legal or disciplinary action.

4. Regulatory Framework for Public Space CCTV

4.1. The Public Space CCTV and its operation are subject to legislation, including:

4.1.1. The Data Protection Act 1998.

4.1.2. The Human Rights Act 1998.

4.1.3. The Freedom of Information Act 2002.

4.1.4. The Regulation of Investigatory Powers (Scotland) Act 2000.

4.1.5. Other appropriate legislation regarding public offences and behaviours.

4.2. Legislative compliance with the above ensures that the public and the Council are protected from any abuse of the CCTV systems.

- 4.3 Employees managing and operating the Public Space CCTV system are Security Industry Authorised (SIA) trained and accredited.

5. Responsibility for Public Space CCTV System

- 5.1. The FV CCTV Management Group is responsible for:
- 5.1.1. Operation of the Public Space CCTV system and the security and accountability of all equipment and media used.
 - 5.1.2. Ensuring all users are kept up to date on legislation and changes in procedures and maintain all documents relating to the Council's Public Space CCTV system.
 - 5.1.3. Ensuring that persons authorised to view images using the Stirling Public Space CCTV system are properly trained in the use of the equipment and comply with this CCTV Policy Statement and the Public Space CCTV Operating Procedures.
 - 5.1.4. Dealing with enquires, requests for evidence, Police contact and as the liaison officer for all external and internal contacts.
 - 5.1.5. Production and management of recorded data and evidence packages for Police Scotland - Forth Valley Division.
- 5.2 Stirling Council Management Team is responsible for the appropriate use of the Public Space CCTV system and how it is used by Services within the Council, and will submit a report on the performance of the Council's Public Space CCTV system to the Community Planning and Regeneration Committee on an annual basis.

6. Evaluation and Effectiveness of Public Space CCTV

- 6.1. To ensure that Stirling's Public Space CCTV camera system remains fit for purpose, the continual evaluation of the relative effectiveness of all CCTV cameras is undertaken, which includes consideration of the levels of anti-social behaviour activity, profile of historical and recent crime, incident recording, contribution to local community safety and condition of the camera equipment, which collectively informs a comprehensive evaluation matrix model.
- 6.2. This process of evaluating the effectiveness will inform the ongoing process of review and optimisation of Stirling's Public Space CCTV.

7. Performance of Public Space CCTV

- 7.1 To demonstrate the effectiveness of Stirling's public space CCTV system, a range of performance measures is being developed to evidence the usage and detection by different categories of crime and anti-social behaviour.
- 7.2 Performance is reported quarterly to the Forth Valley CCTV Partnership, and will be reported annually to elected members of Stirling Council through the Information Bulletin.

8. Review of Public Space CCTV Policy Statement

- 8.1 This Public Space CCTV Policy Statement will be reviewed every three years, or whenever there is a change to the legislative framework under which the operation and use of CCTV is governed.