



Pontesbury Parish Council - Safer Speed Shropshire Project

Automated Number Plate Recognition (ANPR) Camera System – Twelve Principles

Project aims and objective:

This project was initiated jointly by Greater Hanwood, Pontesbury and Minsterley Parish Councils who formed a group, Safer Speed Shropshire. The project's aim is to raise awareness of the dangers of speeding, resulting in modified driving behaviours, with lower speeds on roads, protecting parishioners and visitors to our parishes and to reduce the negative impact these speeding vehicles have on our communities.

The prime objective of this joint parish project is to use new technology (Automatic Number Plate Recognition (ANPR) cameras) to detect speeding vehicles and to work with the police to encourage drivers of those vehicles to reduce their speed.

SAFER SPEED SHROPSHIRE PROJECT - SURVEILLANCE CAMERA CODE OF PRACTICE – The twelve principles are as follows:

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: Traffic is seen by the community as an important and serious factor affecting the quality of life on a day to day basis. Speeding has been considered a serious problem throughout the three parishes for many years and has started to be addressed through initiatives such as monitoring by the Community Speed Watch team.

This project uses an ANPR camera as part of an automated Speed-watch system. Its aim is educational rather than punitive, seeking to raise awareness of the dangers of speeding resulting in modified driving behaviours with lower speeds on roads protecting members of the community and visitors to Pontesbury Parish. The project is in partnership with West Mercia Police and the Office of the Police and Crime Commissioner (OPCC), who may take enforcement action if appropriate.

This project will be monitored by the Safer Speed Shropshire Steering Group and where results show persistent or extreme offenders, these will be shared with the police. This will be done individually for each of the parishes involved, all of whom have responsibility for their own camera. As with any Speed-watch initiative, any data captured of speeding vehicles which in accordance with National ANPR Standards for Policing: Part 1 – Data Standards regulations item 3.1, it 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. No personal data is held by the Parish Council.

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Principle 2: The use of a surveillance system must take into account its effects on individuals and their privacy with regular annual reviews to ensure its use remains justified. The project is in its initial year and the three parishes will review progress and aim to have the scheme fully evaluated after a year to assess its impact on speeding in the parish. Whilst captured data is not assessed as personal data, the need for a privacy impact assessment will be evaluated and kept under review, every 12 months.

Principle 3: There must be as much transparency in the use of a surveillance camera as possible including a published contact point for access to information and complaints. Surveillance Camera warning signage is displayed in the current area of operation. 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.

The overall project is managed by Safer Speed Shropshire Steering Group. Member clerks will give project updates to their individual Parish Councils and continuously liaise and work closely with West Mercia police to ensure effectiveness of the project. The following people have access to the data when necessary:

Each parish has its own individual camera(s) which the individual Parish Clerk/2 named councillors can access with individual log-ins. Only authorised Police personnel access the data where necessary. Safer Speed Shropshire's consultant, CCC4 Business will also have access with an individual log-in. 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 of the project. Any publicly available data will be anonymised.

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. Each member Parish Council has published minutes recording the decisions of acquiring the ANPR Camera setting out the arrangements for the project. All minutes are available on the individual Parish Council websites.

Equipment will be monitored and software updates undertaken as appropriate to ensure continual effectiveness and appropriateness of the system. The project is reviewed on a regular basis.

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 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 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.

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Data is passed to the Police when 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. Safer Speed Shropshire will monitor and review the project at regular intervals.

Access is restricted to authorised personnel and access is auditable and password protected. Any data captured 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. Data may be used for reviews, updates and evaluation purposes as part of the Safer Speed Shropshire project. Any publicly available data will be anonymised.

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 Speed-watch 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. Legal points such as where the server is based, how often back-ups are done off/online, how long data is stored, how data is removed/destroyed, removal of log-ins from persons who leave the group and all other legal matters, will always conform to the relevant FOI and Data Protection requirements.

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. This project is subject to regular audit. Each member Clerk will report to their Parish Council on a regular basis. In addressing the issue of speeding within each member parish 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. The project has Surveillance Camera Commissioner accreditation and therefore 12 month reviews are integral to maintaining this accreditation.

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 is 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. Data is 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.

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