



Tay Road Bridge

## DATA PROTECTION AND CCTV PROCEDURES

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# **CCTV PROCEDURES TO ENSURE COMPLIANCE WITH DATA PROTECTION ACT**

## **CODE OF PRACTICE FOR OPERATION OF CCTV EQUIPMENT**

### **1. Introduction**

1.1 The Tay Road Bridge Joint Board (TRBJB) is registered with the Information Commissioner's Office as a Data Controller for the operation of a Closed Circuit Television (CCTV) system. It is a requirement of the Data Protection Act (DPA) 1998 that anyone registered to operate a CCTV system must do so strictly in accordance with the legislation and guidelines set out in the Data Protection Act and the CCTV Code of Practice 2015, published by the Information Commissioner's Office, respectively.

1.2 The TRBJB CCTV system covers both carriageways on the main Bridge structure, the Fife car park and the public areas at the south end of the bridge, the north approach ramps, public areas on the Dundee landfall, the front of and main entrance to the Administration Office and the public lift and stairway at the Dundee end of the Bridge.

1.3 The system consists of cameras fixed to buildings, poles and sign gantries which transmit images in real time to monitoring stations in the Bridge Control Room and IT Server room in the Administration Building. The Control Room is staffed 24 hours per day by specially trained Operational Supervisors.

### **2. Purpose**

2.1 The CCTV system is used generally for the monitoring and management of vehicular and pedestrian traffic on the Bridge, for the quick and efficient response to accidents and breakdowns and for the security of buildings and property of the TRBJB. Images from the cameras are continuously recorded in a digital format on two separate servers in the Administration Building and also at the Police Scotland Divisional HQ at Bell Street, Dundee. These images are overwritten after 14 days and are permanently deleted unless specific extracts of recordings are made for future use.

### **3. Public Awareness**

3.1 All CCTV cameras are in fixed locations and are clearly visible to the public.

3.2 Public awareness of the existence of the cameras is enhanced by prominently displayed signage.

3.3 Members of the public are not permitted to enter areas where CCTV monitoring equipment is displaying images unless authorised by the Bridge Manager/Operations Manager.

#### **4. Limitations on Use of Cameras**

4.1 Operational Supervisors shall monitor the general activities of vehicular and pedestrian traffic, to record road traffic accidents, breakdowns and incidents of criminal and anti social behaviour and any other emergency situations.

4.2 The TRBJB will not be liable if the CCTV system fails to record such acts and behaviour.

4.3 The cameras will not be used to observe inside private residences or to closely observe members of the public engaged in lawful activities.

#### **5. Operation of Cameras**

5.1 The cameras will be operated and monitored on a 24 hour basis by Operational Supervisor on duty in the Control Room.

5.2 The Bridge Manager, Operations Manager or Maintenance Manager may also operate and monitor the cameras from time to time for management and administrative purposes.

5.3 The Bridge Manager has overall responsibility for the operation of the CCCTV system and will ensure that all Operational Supervisors, including staff undertaking the duties of an Acting Inspector, are aware of their duties and responsibilities with respect to the operation of the CCTV system.

5.4 It is the responsibility of the Operational Supervisor operating the camera system to deal with incidents observed in accordance with TRBJB Operational Procedures and/or to report to the Police any incidents of criminal or anti social behaviour picked up by the cameras.

5.5 The Operations Manager will be responsible for checking the Operational Supervisors Daily Shift Reports for references to incidents observed and recorded separately.

#### **6. Use of Recorded Images**

6.1 All images received by the CCTV cameras will be digitally recorded and held on the two servers in the Administration Building and the dedicated server in Police Scotland Divisional HQ at Bell Street. All images are held for 14 days and thereafter deleted from the servers unless required as evidence for the police or for management/administrative purposes.

6.2 Images of incidents made and held by Operational Supervisors, pending possible interest by the Police, must be deleted after 14 days if no requests for evidence are received.

6.3 Access to images will be strictly controlled. The Authority of the Bridge Manager will be required and will be given only in the following circumstances:-

- On application from the Chief Constables of Police Scotland. Police Scotland have access to all images recorded and can take copies for evidence as required. In this situation Police Scotland undertake the role of Data Controller under the DPA and as such are solely responsible for the use and deletion of any images
- To assist the Tay Road Bridge Joint Board to undertake its statutory duties
- On request of the Tay Road Bridge Joint Board

6.4 Under the DPA, members of the public can request access to images from the system where they are featured. However any such request must be handed to the Bridge Manager, who will make the decision as to whether access to images can be granted.

6.5 Details of access to images will be recorded by the Operations Manager in the data image register. The Operations Manager is also responsible for ensuring that data older than 14 days is removed from both Servers in the Administration Office.

6.6 Copies of images will only be made:-

- If requested by the Police
- If requested by the TRBJB
- If a request by a member of the Public has been authorised by the Bridge Manager

A full record of their creation and use will be entered in the data image register.

6.7 No images will be used for entertainment purposes nor will they be released to the press, television companies or any other outside agencies unless in special circumstances as determined by the Police Scotland, or by the authority of the Tay Road Bridge Joint Board.

## **2. CCTV SYSTEM**

## 2.1 The System

The System generally comprises 17 cameras, 12 monitors, 2 keyboards and 2 VCR's. There are 11 monitors and 1 keyboard in the Control Room and 2 monitors and 1 keyboard in Administration Office. The Operations Supervisor can control all the cameras via a keyboard in the Control Room and Administration Office.

## 2.2 Cameras are located as follows:

<b>TRB Camera No.</b>	<b>Name and Location</b>
1	Plaza North
2	Bridge Dundee (Camera above Control Room)
3	Underhang (Deck soffit of north approach viaduct)
4	Dundee Abutment West (on west corner wall)
5	Stairs (Pole on east side Dundee Abutment)
6	North Gantry West (Central walkway upstream)
7	North Gantry East (Central Walkway Downstream)
8	South Gantry West (Central Walkway Upstream)
9	South Gantry East (Central Walkway Downstream)
10	Fife roundabout
11	Lift vestibule door (covert in vestibule door)
12	Lift vestibule (on vestibule wall)
13	Fife Car park (NE corner)
14	Fife Kiosk (Covert in roof)
15	Lift car