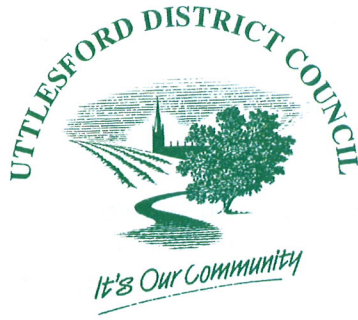


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Uttlesford District Council
London Road, Saffron Walden, CB11 4ER

Uttlesford Quality Taxi Partnership

Protocol Governing Police use of CCTV in **Q.T.P. Taxis and Private Hire Vehicles**

**This protocol is a signed agreement between
Uttlesford District Council
and
Essex Police**

Introduction

Authorised C.C.T.V. in Uttlesford taxis and private hire vehicles is restricted to ~~members of the Uttlesford Quality Taxi Partnership (QTP).the installation of units owned by and approved by the District Council.~~ However, where an individual owner/operator or company, by their own volition, installs CCTV within their vehicle/s, then ~~although not a member of the QTP, and~~ in order to promote best practice in Community safety, this protocol shall still apply.

CCTV in ~~QTP member~~'s vehicles is used to address the concerns of the public and operators alike, in so far as they relate to crime, the fear of crime and anti-social behaviour.

The system's primary role will be for recording passenger behaviour and may include audio recording.

The system will not be used without the knowledge of the passenger/s, who will be made aware through appropriate signage on the vehicle in such a position as is obvious to any passengers on entering or sitting in the vehicle. Passenger consent is not required.

Police access to the system is subject to this protocol document.

Key Objectives

These key objectives determine the extent to which the CCTV system can be used. They are as follows:

- To reduce the level of nuisance, public order and anti-social behaviour in vehicle
- To improve the security of cash carried on the vehicle and the personal safety of the driver.
- To reduce the fear of crime for both passenger/s and the driver.
- For the combined effects of these objectives to create a more attractive and safe environment in which to travel.
- To reduce thefts of and from taxis and private hire vehicles.
- To reduce occurrences of vandalism and other criminal damage to the vehicle.
- To assist the police, and Uttlesford District Council ~~and the QTP~~ in gathering the best evidence in investigating any crime, anti-social behaviour or breach of relevant licensing requirements
- To protect the drivers from spurious or malicious complaints about their conduct or appropriateness of their behaviour.

Legislation

The relevant legislation that governs the use of CCTV in Uttlesford includes (but is not necessarily limited to):

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- Data Protection Act 1998,
- Freedom of Information Act 2000,
- Criminal Procedures & investigations Act,
- PACE 1984
- Human Rights Act.

Personnel using the systems or handling the information gained from its use must be aware of their legal obligations.

Liaison

The Crime ~~Reduction-Prevention~~ Tactical Advisor for the Uttlesford district will be responsible for the day-to-day liaison with the ~~QTP~~ Council through the Community Safety Partnership. The duty sergeant will adopt the role of "Liaison Officer" in the event that the ~~CRO-CPTA~~ is not available.

Compliance with this protocol

- The police, as a partner in, and beneficiary of, the scheme, should satisfy Uttlesford District Council ~~and QTP~~ that systems are in place to monitor police participation, including compliance with this protocol.
- Police use of the system will be strictly in compliance with the Key Objectives of the scheme and this protocol.

Police Use of the System.

1. Access to recorded images

It is inevitable that the police may need access to the CCTV images from time to time. However such access is strictly controlled and under no circumstances are Police officers or staff to attempt to gain access to said images without the presence of the Community Safety Officer, or nominated deputy.

Police access is limited to:

- The collection of evidence.
 - The need to interrogate the system to (i) ascertain if an offence has occurred; (ii) ascertain if any evidence has been recorded.
- 2. The Collection of Evidence – Requests by Operators or UDC.** Requests for access to the images/evidence, direct from the operator or driver, or from Uttlesford District Council, will be considered if:
- They are in support (or defence) of, a bone fide civil action connected to the operation of their business.
 - To prove/disprove any allegations of impropriety or contravention of the current licensing requirements.

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Proportionality within the terms of the Data Protection Act should be born in mind at all times.

3. *The Collection of Evidence – Requests by the Police.* These will normally be made following a complaint about criminal activity, from an operator ~~or~~, driver or passenger. However it is accepted that there may be times when images are sought following an incident that did not necessarily involve the operator/driver/passenger – This could include (but is not limited to) public order or terrorism, incidents near to or on the route of any driver where the Police Senior Investigating Officer suspects evidence could have been recorded within the vehicle and that evidence could aid an investigation-

- All requests for CCTV images must be made to the UDC Community Safety Officer, or in his/her absence, to the Licensing Officer.
- Any ~~p~~Police ~~e~~Officer or PCSO can request copies of evidential images.
- The request must be made on the appropriate form (See Appendix 1), which must be authorised by the Duty Sergeant or Inspector, or the district Crime Reduction-Prevention Tactical Officer.
- Initial requests may be made by telephone, but the form must still be completed and submitted, to ensure that an audit-trail is present.
- Requested images will be retained at the council offices for collection for a maximum of 30 days from the date of the request. If not collected within that period, then the images will be destroyed.
- The officer collecting need not be the same as the officer requesting, but they must be in possession of the authorised request form. No evidence will be handed over if the form is not present.
- The Officer collecting must sign for the data as directed by the Community Safety Officer

4 *Interrogation of the system.*

- In normal circumstances, it is the Community Safety Officer who will interrogate the system in search of evidential images. However, at his /her discretion, and only with his express permission, a suitably trained member of staff (Police or Local Authority) may be allowed to interrogate the system.
- To be given permission to interrogate the system, and/or to be allowed unsupervised access, the staff member/s must have received training in the operation of the equipment and be able to demonstrate an understanding of its use.
- All images are copyrighted to UDC. Save for the terms of this protocol, under no circumstances will any member of the police, council or taxi company staff attempt to copy, download, burn to disc, Email, upload or otherwise distribute any images obtained from the system.

END

NOTE: This protocol can be reviewed and amended at any time and for any reason, at the request of Essex Police or Uttlesford District Council. All amendments must be mutually agreed. ~~Formal referral to the Uttlesford QTP is not required.~~

We the undersigned, hereby agree to the conditions outlined in this protocol and will take all reasonable measures to ensure compliance.

Signed for Uttlesford District Council

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Name and position

Date:

Signed for Essex Police

.....

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Name and position

Date: