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Closed circuit television (CCTV) – Management and operation – Code of practice

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Summary of pages

This document comprises a front cover, an inside front cover, pages i to iv, pages 1 to 38, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 31 August 2015. It was prepared by Technical Committee GW/3, *Manned security services*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 7958:2009, which is withdrawn.

Information about this document

This is a full revision of the standard, which has been updated to reflect current practice.

Use of this document

As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word "should" is used to express recommendations of this standard. The word "may" is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word "can" is used to express possibility, e.g. consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

Introduction

Closed circuit television (CCTV) schemes that process personal data are obliged to conform to certain legislation, most importantly the Data Protection Act 1998 (DPA) [1], the Human Rights Act 1998 (HRA) [2], the Freedom of Information Act 2000 [3], the Protection of Freedoms Act 2012 [4] and the Regulation of Investigatory Powers Act 2000 [5]. This British Standard is designed to supplement that legislation and aims to ensure fairness, purpose and responsibility.

Attention is also drawn to the Private Security Industry Act 2001 [6], which contains provisions for regulating the private security industry. A person falling within the definition of providing security industry services under the Private Security Industry Act 2001 [6] is required to be licensed in accordance with that Act.

Monitoring for traffic offences does not require a SIA (Security Industry Authority) Licence. However, if operators monitoring for traffic offences, who are employed by organizations providing the service under contract, provide an additional security service involving use of CCTV then they are required to hold the SIA CCTV (Public Space Surveillance) Operator Licence prior to being deployed in contractual security work.

Attention is drawn to the Surveillance Camera Code of Practice [7] and its 12 guiding principles, which are applicable to public space CCTV systems.

Irrespective of the ownership, this British Standard covers CCTV schemes used in areas where the public have a "right to visit". These areas include, but are not limited to:

- a) a place that is privately owned, but where the public perceive no boundary;
- b) a place where a public service is offered;
- c) public footpaths, roads, bridges, ways, etc.;
- d) educational establishments and hospitals;
- e) sports grounds where access is unrestricted, supermarkets and housing areas; and
- f) public arenas such as sports stadiums and public places where events are held as an alternative to regular activities in those locations.

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1 Scope

This British Standard gives recommendations for the management and operation of CCTV within a controlled environment, where data that might be offered as evidence are received, stored, reviewed or analysed. This standard applies to the monitoring and management of public spaces, including automatic number plate recognition (ANPR) and traffic enforcement cameras.

For control rooms whose operation falls within the scope of BS 7499, BS 5979 or BS 8591, all of the security requirements, both physical and procedural, of the relevant British Standard remain applicable.

This British Standard is applicable to CCTV schemes used in public places such as the following:

- a) areas where the public are encouraged to enter or have a right to visit, such as town centres, shopping malls, public transport, health establishments;
- b) schemes that overlook a public place, such as traffic monitoring and traffic enforcement schemes; and
- c) private schemes where a camera view includes a partial view of a public place.

This British Standard also provides good practice for all other CCTV schemes.

This British Standard takes due regard of the 12 guiding principles of the Surveillance Camera Code of Practice [7] (see Annex A) and the Information Commissioner's *CCTV Code of practice* [9] and the Data Protection Act 1998 [1] principles (see Annex B).

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 5979, *Remote centres receiving signals from fire and security systems – Code of practice*

BS 7499, *Static site guarding and mobile patrol service – Code of practice*

BS 7958, *Security screening of individuals employed in a security environment – Code of practice*

BS 8591, *Remote centres receiving signals from alarm systems – Code of practice*

BS LN 15713, *Secure destruction of confidential material – Code of practice*

BIP 0008-1, *Evidential weight and legal admissibility of information stored electronically – Code of practice for the implementation of BS 10008*

BIP 0008-2, *Evidential weight and legal admissibility of information transferred electronically – Code of practice for the implementation of BS 10008*

BIP 0008-3, *Evidential weight and legal admissibility of linking electronic identity to documents – Code of practice for the implementation of BS 10008*