



## **Protocol for use of Brent Council Public CCTV Systems for Covert Surveillance Purposes**

Re-issued on 24 September 2018

### **Why is this protocol necessary?**

To ensure that Brent Council complies with:

- its legal obligations, in particular, under the Data Protection Act 1998 and Human Rights Act 1998;
- the requirements of the Regulation of Investigatory Powers Act 2000; and
- the recommendations of the Office of Surveillance Commissioners.

### **Who has to comply with it?**

Anyone requesting to use Brent Council's public CCTV systems for targeted covert surveillance purposes. It applies to both other departments of the Council and external law enforcement agencies such as the Police.

### **What does it require?**

Brent Council will only permit its public CCTV systems to be used for targeted covert surveillance purposes if the CCTV control room staff are provided with **a copy of a signed RIPA authorisation** (redacted if necessary to prevent disclosure of sensitive information) or a completed MPS Form 5429 or an equivalent form confirming that covert surveillance using the Council's public CCTV systems has been authorised.

Tell us if there are any conditions or restrictions relevant to the CCTV surveillance which has been authorised.

A copy of the RIPA authorisation or a completed MPS Form 5429 or an equivalent form will be checked by the CCTV control room staff to ensure that targeted and covert CCTV surveillance is one of the techniques authorised and kept securely by the Council for inspection purposes.

### **How much detail is necessary?**

Wherever possible the RIPA authorisation should state the geographical location, address/es or locality for which targeted covert surveillance is allowed, in sufficient detail to allow the CCTV control room staff to identify the relevant camera/s. Wherever possible the RIPA authorisation should also specify the duration of the surveillance and if there are any restrictions on the number of times surveillance can be carried out. Ultimately, it is the responsibility of the enforcement body to ensure that Brent Council's public CCTV systems are used in accordance with the requirements of the RIPA authorisation.

### **What about informal requests?**

Informal requests for use of Brent Council's public CCTV systems for surveillance purposes or to access CCTV images or, for example, to record CCTV images using mobile phones is strictly prohibited.