



Self Assessment Tool

How well does your organisation comply with the 12 guiding principles of the Surveillance Camera Code of Practice? Complete this easy to use self assessment tool to find out if you do.

Using this tool

This self assessment tool has been prepared by the Surveillance Camera Commissioner (SCC) to help you and your organisation identify if you're complying with the Surveillance Camera Code of Practice (the Code). It should be completed in conjunction with the Code, and can help to show you how well you comply with each of its 12 guiding principles.

It is possible to be largely compliant with some principles and to fall short against others. As a result you will note that at the end of the questions against each principle there is a space to include an action plan. This is so you can put actions in place over the next year to improve your compliance to that principle. These boxes can also be used to make a note of what evidence you could produce if required to show your compliance to that principle.

The template contains a combination of open and closed questions. For the open questions, there is a limit on how much you can write within the template, so please feel free to include any additional notes as an annex to the document – there are additional blank pages at the end of the tool to help you to do so.

Remember that your organisation may operate more than one surveillance camera system, with a scope that extends across several purposes and many geographical locations. So, before you start clarify the scope of the system(s) you propose to self assess for compliance against the Code.

Is this tool for me?

The self assessment tool is aimed primarily at relevant authorities under Section 33 of the Protection of Freedoms Act 2012 who have a statutory duty to have regard to the guidance in the Code. In general terms, this means local authorities and the police in England and Wales.

If you work within any other organisation that operates surveillance camera systems you are free to adopt and follow the principles of the Code on a voluntary basis. If you decide to do so, then using this tool will be of benefit to you.

As a relevant authority under Section 33, if you are considering the deployment of a new surveillance camera system, or considering extending the purposes for which you use an existing system, you may find the more [detailed three stage passport to compliance tool a valuable planning tool](#). It can guide you through the relevant principles within the Code and inform you of the necessary stages when planning, implementing and operating a surveillance camera system to ensure it complies with the Code.

If you are from any other organisation operating a surveillance camera system you may find this template useful in reviewing your use of surveillance, or may want to use other SCC online tools such as the [Data Protection Impact Assessment](#) guidance or the [Buyers Toolkit](#) to help decide whether your surveillance is necessary, lawful and effective.


What should I do next?

The self assessment is for you to satisfy yourself and the subjects of your surveillance that you meet the 12 principles and to identify any additional work necessary to show compliance. Think about realistic timescales for completion of your action plans, with a view to achieving full compliance with the Code before undertaking your next annual review.

The SCC does not want you to submit your completed self assessment response to him. However, in the interest of transparency he encourages you to publish the completed self assessment tool template on your website.

A completed self assessment is also a positive step towards [third party certification](#) against the Code.

Email the SCC at scc@sccommissioner.gov.uk to let us know when you have completed this template as this will enable us to understand the level of uptake. We would also appreciate your comments and feedback on the user experience with this template. Please let us know if you are interested in working towards third party certification against the Code in the near future, or would like to be added to our mailing list.

Name of organisation	Southern Inshore Fisheries & Conservation Authority
Scope of surveillance camera system	Overt use of Drones (Small unmanned aircraft)
Senior Responsible Officer	Samuel Dell
Position within organisation	Senior Inshore Fisheries & Conservation Officer
Signature	
Date of sign off	14/04/2021

Principle 1

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

1. What is the problem you face and have you defined a purpose in trying to solve it? Have you set objectives in a written statement of need?

Full project proposal and sign off by the Authority. In summary Southern IFCA will be using the drone as an extra resource to supplement both their compliance and management responsibilities as set out in MaCAA 2009. The enhanced capability it offers to record evidence of possible offences using the onboard camera from perspectives not previously possible will improve the prevention (deterrent) and detection of offending. Southern IFCA will also use the drone to enhance its ability to carry out research. The aerial ability to capture and record images and data also contribute towards an improved surveying capability and will further our understanding of fishing activity in the District which can feed into management measures and evaluation.

2. What is the lawful basis for your use of surveillance?

The Marine and Coastal Access Act 2009.
Southern IFCA intend to work with partner agencies under Section 174 of Marine and Coastal Access Act 2009.

Compliance with the Human Rights Act 1998 (HRA), Data Protection Act 2018 (DPA), Protection of Freedoms Act 2012 and the Surveillance Camera Code of Practice 2013 will ensure the use of the camera is always proportionate, legitimate, Continuous and non-specific recording is not permitted

3. What is your justification for surveillance being necessary and proportionate?

Drones will be used in line with the stated purpose above and will be overt.
Data (e.g. video) will only be recorded where it is necessary, such as to record evidence or for scientific purposes. The data which are recorded for evidential purposes will be kept securely, as required under data protection laws, and only be maintained for the duration of the investigation.

4. Is the system being used for any other purpose other than those specified? If so please explain.

Yes No

Not Applicable.

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5. Have you identified any areas where action is required to conform more fully with the requirements of Principle 1?

Action Plan

No.

Principle 2

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

1. Has your organisation paid a registration fee to the Information Commissioner's Office and informed them of the appointment of a Data Protection Officer (DPO) who reports to the highest management level within the organisation? Yes No
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2. Are you able to document that any use of automatic facial recognition software or any other biometric characteristic recognition systems is necessary and proportionate in meeting your stated purpose? Yes No
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3. Have you carried out a data protection impact assessment, and were you and your DPO able to sign off that privacy risks had been mitigated adequately? Yes No

Before May 2018 the requirement was to complete a privacy impact assessment; this has been replaced by a data protection impact assessment. There is a surveillance camera specific template on the Surveillance Camera Commissioner's website:
<https://www.gov.uk/government/publications/privacy-impact-assessments-for-surveillance-cameras>

4. Do you update your data protection impact assessment regularly and whenever fundamental changes are made to your system? Yes No
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5. How have you documented any decision that a data protection impact assessment is not necessary for your surveillance activities together with the supporting rationale?

As an organisation we have a Data Security Policy and have published a Privacy notice for the use of Drones on our Website: Privacy & Access to Information : Southern IFCA (southern-ifca.gov.uk). All Drone operations will be overt and conducted in line with the Drone Operations manual and policy.

6. Have you identified any areas where action is required to conform more fully with the requirements of Principle 2? Yes No

Action Plan

Not applicable.

Principle 3

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

7. Has there been proportionate consultation and engagement with the public and partners to assess whether there is a legitimate aim and a pressing need for the system? Yes No

8. Does your Privacy Notice signage highlight the use of a surveillance camera system and the purpose for which it captures images? Yes No

9. Does your signage state who operates the system and include a point of contact for further information? Yes No

10. If your surveillance camera systems use body worn cameras, do you inform those present that images and sound are being recorded whenever such a camera is activated? Yes No

11. What are your procedures for handling any concerns or complaints?

Any views can be shared with SIFCA via the 'Contact Us' sections on our website and webform available there Contact Us : Southern IFCA (southern-ifca.gov.uk). Alternatively, Officers will be happy to speak with you if you have any queries when you see them on patrol.
The Southern IFCA operates a three stage complaints process to ensure complaints are dealt with impartially, objectively and professionally. Feedback : Southern IFCA (southern-ifca.gov.uk)

12. Have you identified any areas where action is required to conform more fully with the requirements of Principle 3? Yes No

Action Plan

Not applicable.

Principle 4

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

13. What governance arrangements are in place?

Governance is arranged through organisational structure and then if required escalation to the Authority.

14. Do your governance arrangements include a senior responsible officer?

Yes No

15. Have you appointed a single point of contact within your governance arrangements, and what steps have you taken to publicise the role and contact details?

Yes No

Guidance on single point of contact: <https://www.gov.uk/government/publications/introducing-a-single-point-of-contact-guidance-for-local-authorities/introducing-a-single-point-of-contact>

SPOC for Drone Operations is Senior IFCO for the Fisheries Protection Team (Operations) this is publicised through Tactical Co-ordination Group.

16. Are all staff aware of the roles and responsibilities relating to the surveillance camera system, including their own?

Yes No

17. How do you ensure the lines of responsibility are always followed?

All staff have a working knowledge of RIPA and do not conduct covert surveillance. The Remote Pilots have been trained and a Operational Authorisation is being obtained from the CAA. On-site briefings are conducted prior to each Drone deployment as per the Southern IFCA Operations Manual.

18. If the surveillance camera system is jointly owned or jointly operated, is it clear what each partner organisation is responsible for and what the individual obligations are?

Yes No

19. Have you identified any areas where action is required to conform more fully with the requirements of Principle 4?

Yes

No

Action Plan

Not applicable.

Principle 5

Clear rules, policies 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.

20. Do you have clear policies and procedures in place to support the lawful operation of your surveillance camera system? If so, please specify. Yes No

21. Are the rules, policies and procedures part of an induction process for all staff? Yes No

22. How do you ensure continued competence of system users especially relating to relevant operational, technical, privacy considerations, policies and procedures?

Through on-going training and operating under the Southern IFCA Drone Operations Manual/ Policy.

23. Have you considered occupational standards relevant to the role of the system users, such as National Occupational Standard for CCTV operations or other similar? Yes No

24. If so, how many of your system users have undertaken any occupational standards to date?

Not applicable.

25. Do you and your system users require Security Industry Authority (SIA) licences? Yes No

26. If your system users do not need an SIA licence, how do you ensure they have the necessary skills and knowledge to use or manage the surveillance system?

On-going training as set out in Drone Operations Manual/ Policy.

27. If you deploy body worn cameras, what are your written instructions as to when it is appropriate to activate BWV recording and when not?

Southern IFCA BWC Policy.
Compliance & Enforcement : Southern IFCA (southern-ifca.gov.uk)
Body-Worn-Camera-Policy-SIFCA.pdf (toolkitfiles.co.uk)

28. If you deploy surveillance cameras using drones, have you obtained either Standard Permission or Non-Standard Permission from the Civil Aviation Authority and what is your CAA SUA Operator ID Number?

 Yes No

CAA Operator-ID: GBR-OP-5DF-J6FF93Z27

29. Have you identified any areas where action is required to conform more fully with the requirements of Principle 5?

 Yes No

Action Plan

Not applicable.

Principle 6

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

30. How long is the period for which you routinely retain images and information, and please explain why this period is proportionate to the purpose for which they were captured?

Data (e.g. video) will only be recorded where it is necessary, such as to record evidence or for scientific purposes. The data which are recorded for evidential purposes will be kept securely, as required under data protection laws, and only be maintained for the duration of the investigation.

31. What arrangements are in place for the automated deletion of images?

None.

32. When it is necessary to retain images for longer than your routine retention period, are those images then subject to regular review?

Yes No

33. Are there any time constraints in the event of a law enforcement agency not taking advantage of the opportunity to view the retained images?

Yes No

34. Do you quarantine all relevant information and images relating to a reported incident until such time as the incident is resolved and/or all the information and images have been passed on to the enforcement agencies?

Yes No

35. Have you identified any areas where action is required to conform more fully with the requirements of Principle 6?

Yes No

Action Plan

Automated deletion of imagery and video to be explored.

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.

36. How do you decide who has access to the images and information retained by your surveillance camera system?

As an organisation we have a Data Security Policy. We also have DSAs and MoU with partner agencies. DPA Requests as publicised at Privacy & Access to Information : Southern IFCA (southern-ifca.gov.uk)

37. Do you have a written policy on the disclosure of information to any third party? Yes No

38. How do your procedures for disclosure of information guard against cyber security risks?

Use of secure email. Data Security Policy.

39. What are your procedures for Subject Access Requests where a data subject asks for copies of any images in which they appear?

DPA Requests as publicised at Privacy & Access to Information : Southern IFCA (southern-ifca.gov.uk)
We try to be as open as it can in terms of providing people access to their personal information. Individuals can make a "subject access request" under the Data Protection Act 1998, and if we hold any information about you we will, describe it to you, explain why we are holding it, tell you who it could be disclosed to, let you have a copy of it.

To make a request for personal information, please contact:

Data Protection Officer, Southern Inshore Fisheries and Conservation Authority, Unit 3 Holes bay Business Park, Sterte Avenue West, Poole, Dorset, BH15 2AA
enquiries@southern-ifca.gov.uk

40. Do your procedures include publication of information about how to make a Subject Access Request, and include privacy masking capability in the event that any third party is recognisable in the images which are released to your data subject? Yes No

41. What procedures do you have to document decisions about the sharing of information with a third party and what checks do you have in place to ensure that the disclosure policy is followed?

DPA Requests are recorded in line with policy.

42. Have you identified any areas where action is required to conform more fully with the requirements of Principle 7?

Yes

No

Action Plan

Not applicable.

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.

(There are lists of relevant standards on the Surveillance Camera Commissioner's website: <https://www.gov.uk/guidance/recommended-standards-for-the-cctv-industry>)

43. What approved operational, technical and competency standards relevant to a surveillance system and its purpose does your system meet?

Southern IFCA Operations Manual/ Policy approved by CAA on an annual basis.

44. How do you ensure that these standards are met from the moment of commissioning your system and maintained appropriately?

Each Pilot has undergone training and are required to maintain flight hours and will be Operating under the Operations Manual.

45. Have you gained independent third-party certification against the approved standards?

Yes

No

46. Have you identified any areas where action is required to conform more fully with the requirements of Principle 8?

Yes

No

Action Plan

Not applicable.

Principle 9

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

47. What security safeguards exist to ensure the integrity of images and information?

IT systems are protected through a managed anti-virus & firewall system including automated updates & patching for all IT Systems. Two factor authentication through office 365 including encrypted email for all devices. IT systems also have antis spam & URL scanning for threat notification.

48. If the system is connected across an organisational network or intranet, do sufficient controls and safeguards exist?

Yes No

49. How do your security systems guard against cyber security threats?

IT systems are protected through a managed anti-virus & firewall system including automated updates & patching for all IT Systems. Two factor authentication through office 365 including encrypted email for all devices. IT systems also have antis spam & URL scanning for threat notification.

50. What documented procedures, instructions and/or guidelines are in place regarding the storage, use and access of surveillance camera system images and information?

Southern IFCA BWC policy including dedicated work station for downloading footage will also be used for Drone footage.

51. In the event of a drone mounted camera being lost from sight, what capability does the pilot have to reformat the memory storage or protect against cyber attack by remote activation?

None.

52. In the event of a body worn camera being lost or stolen, what capability exists to ensure data cannot be viewed or exported by unauthorised persons?

None.

53. In reviewing your responses to Principle 9, have you identified any areas where action is required to conform more fully with the requirements? If so, please list them below.

Yes

No

Action Plan

Consider encrypting capability for BWV & Drone in event of loss.

Principle 10

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

54. How do you review your system to ensure it remains necessary and proportionate in meeting its stated purpose?

Monitoring and review of use through organisational structure.

55. Have you identified any camera locations or integrated surveillance technologies that do not remain justified in meeting the stated purpose(s)?

Yes No

56. Have you conducted an evaluation in order to compare alternative interventions to surveillance cameras? (If so please provide brief details)

Yes No

Not applicable.

57. How do your system maintenance arrangements ensure that it remains effective in meeting its stated purpose?

Monitoring and review of use through organisational structure.

58. Have you identified any areas where action is required to conform more fully with the requirements of Principle 10?

Yes No

Action Plan

Not applicable.

Principle 11

When the use of a surveillance camera system 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 way to support public safety and law enforcement with the aim of processing images and information of evidential value.

59. Are the images and information produced by your system of a suitable quality to meet requirements for use as evidence? Yes No

60. During the production of the operational requirement for your system, what stakeholder engagement was carried out or guidance followed to ensure exported data would meet the quality requirements for evidential purposes?

Trial prior to procurement.

61. Do you have safeguards in place to ensure the forensic integrity of the images and information, including a complete audit trail? Yes No

62. Is the information in a format that is easily exportable? Yes No

63. Does the storage ensure the integrity and quality of the original recording and of the meta-data? Yes No

64. Have you identified any areas where action is required to conform more fully with the requirements of Principle 11? Yes No

Action Plan

Not applicable.

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.

65. What use do you make of integrated surveillance technology such as automatic number plate recognition or automatic facial recognition software?

Not applicable.

66. How do you decide when and whether a vehicle or individual should be included in a reference database?

Not applicable.

67. Do you have a policy in place to ensure that the information contained on your database is accurate and up to date?

Yes

No

68. What policies are in place to determine how long information remains in the reference database?

Policies as described above.

69. Are all staff aware of when surveillance becomes covert surveillance under the Regulation of Investigatory Powers Act (RIPA) 2000?

Yes

No

70. Have you identified any areas where action is required to conform more fully with the requirements of Principle 12?

Yes

No

Action Plan

Not applicable.