



Tay Road Bridge

## DATA PROTECTION AND CCTV PROCEDURES

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Date: 19/11/18	Bridge Manager
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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 data protection legislation that anyone registered to operate a CCTV system must do so strictly in accordance with the legislation and guidelines set out in the publication: "In the picture: A data protection code of practice for surveillance cameras and personal information", published by the Information Commissioner's Office.

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. 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 a server in the Control Room. These images are overwritten after 28 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/Maintenance and 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 Supervisor, 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 Administration Officer 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 a Server in the Control Room. All images are held for 28 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 28 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 on behalf of 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 Act 2018 and as such are solely responsible for the use and deletion of any images. Refer to appendix 1 for data request form.
- To assist the Tay Road Bridge Joint Board to undertake its statutory duties.
- On request of the Tay Road Bridge Joint Board.

6.4 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 Duty Supervisors on a dedicated section on the data request form appended as appendix 1.

6.6 Images will be automatically deleted from the CCTV hard drive after 28 days.

6.7 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 purpose of creation and issue will be kept by the Supervisors in the Control Room.

6.8 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 31 cameras, 3 monitors, 1 keyboard, 1 joist stick control and 1 hard drive. All CCTV equipment is within the control room. The Operations Supervisor controls the cameras only and is responsible for all recordings.

### 2.2 Cameras are located as follows:

Camera Number	Location	Type	Coverage
1	Dundee – Bottom of EB Ramps	PTZ	East Ramps and partial Dock Street
2	Dundee – West side on river front	PTZ	Bridge Stairs and Waterfront west walkway and river
3	Dundee – East side on bridge abutment	PTZ	Below Dundee plaza, Waterfront east walkway and river
4	Dundee – Below Dundee Plaza	PTZ	Area below Dundee plaza and street art and planted areas and front of Administration Office and car Park
5	Dundee – Control Room Roof	PTZ	Dundee plaza, East off Ramp, Top of West Ramps and river.
6	Lift Vestibule	Covert	Lower Lift Vestibule
7	Lift	Covert	Inside of Lift
8	Dundee Thermal East	Thermal Fixed	River
9	Dundee Thermal West	Thermal Fixed	River
10	Walkway – South Gantry East	PTZ	Carriageway
11	Walkway – South Gantry Central	PTZ	Walkway
12	Walkway – South Gantry West	PTZ	Carriageway

<b>Camera Number</b>	<b>Location</b>	<b>Type</b>	<b>Coverage</b>
13	Walkway – South A Frame East	PTZ	Carriageway
14	Walkway – South A Frame Central	PTZ	Walkway
15	Walkway – South A Frame West	PTZ	Carriageway
16	Walkway – North Gantry East	PTZ	Carriageway
17	Walkway – North Gantry Central	PTZ	Walkway
18	Walkway – North Gantry West	PTZ	Carriageway
19	Walkway – North A Frame East	PTZ	Carriageway
20	Walkway – North A Frame Central	PTZ	Walkway
21	Walkway – North A Frame East	PTZ	Carriageway
22	Bridge Cantilever Soffit East Collision Protection	PTZ	East Collision Protection Platforms
23	Bridge Cantilever Soffit West Collision Protection	PTZ	East Collision Protection Platforms
24	Fife – Access Culvert	Covert	Culvert approaches and pedestrian access ramp
25	Fife Car Park East	PTZ	Fife Car Park and access road to car park
26	Fife Car Park West	PTZ	Fife Car Park
27	Fife Kiosk	Covert	Fife Kiosk environs
28	Fife Abutment Thermal East	Thermal Fixed	River
29	Fife Abutment Thermal West	Thermal Fixed	River
30	Fife Hill above Fife Head Roundabout	PTZ	Fife Head Roundabout and Bridge and A92 and B946 Approach Road

<b>Camera Number</b>	<b>Location</b>	<b>Type</b>	<b>Coverage</b>
<b>31</b>	<b>Fife Head VMS at Splitter Island</b>	<b>PTZ</b>	<b>Fife Roundabout, A92 Approach and bridge carriageway</b>

## Appendix 1



# CCTV Data Request and Release Form



Tay Road Bridge

Tay Road Bridge Joint Board  
Marine Parade  
Dundee  
DD1 3JB  
Tel: 01382 433044

Police Scotland Headquarters  
Tulliallan Castle  
Kincardine  
FK10 4BE  
Tel:



CCTV Data Request and Release Form reviewed by Bridge Manager: December 2017

## SECTION 1: CCTV Viewing of Images

Name of Person Reviewing Images:	
Rank and Number:	
Reason:	
Police Officers Signature:	
Supervisors Signature:	
Date and Time:	

## SECTION 2: CCTV Data Retrieval Request

Name of Person Requesting:	
Rank and Number:	
Date of the Request:	
Incident Number:	
Date and time of Incident:	
Location of Incident:	
Period to be Downloaded:	
Cameras to be Downloaded:	

### Reason for Download

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**SECTION 2 CONT'D: CCTV Data Retrieval Processed**

Name of Supervisor:			
Signature:			
Date Retrieval Carried Out:			
Time Retrieval Started:		Time Retrieval Ended:	

**Statement from Supervisor**

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**SECTION 3: CCTV Data Release Handover**

Supervisor Name (Print):		Police Officers Name (Print):	
CD Serial Number:			
Evidence Bag Sealed:	YES / NO	Rank and Number:	
Evidence Bag Dated:	YES / NO	Evidence Signed and Dated:	YES / NO
Date of Release:		Date of Collection:	
Time of Release:		Time of Collection:	
Supervisor's Signature:		Officer's Signature:	

**SECTION 4: Authorisation**

On behalf of: Bridge Manager Authorisation Representative	On behalf of: Chief Constable of Police Scotland Authorisation Representative
Name:	Name:
Signature:	Signature:
Date:	Date: