

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ENVIRONMENTAL HEALTH

Code of Practice

The management of camera systems in Hackney Carriage and Private Hire vehicles licensed by North West Leicestershire District Council

Issued: 7<sup>th</sup> September 2006

1.0 Introduction

This code of practice has been written for the purpose of regulating the use of CCTV systems in Private Hire vehicles and Hackney Carriages in North West Leicestershire.

1.1 This code of practice sets out to ensure that in-car camera systems in hackney carriages and private hire vehicles licensed by North West Leicestershire District Council are used to prevent crime, identify the perpetrators of crime enhance the health and safety of drivers and reduce the fear of crime.

1.2 The body responsible for monitoring compliance with this code of practice will be the Authorised Officers of North West Leicestershire District Council.

2.0 The purpose of in-car camera systems

2.1 The purpose of in-car camera systems shall be to provide a safer environment for the benefit of hire vehicle drivers and passengers by:

- Deterring and preventing the occurrence of crime;
- Reducing the fear of crime;
- Assisting the police in investigating incidents of crime;
- Assisting the police in identifying missing persons.

3.0 Installation and operation of in-car camera systems in Private Hire and Hackney Carriage vehicles

- 3.1 An approved installer shall carry out the installation in accordance with the manufacturer's instructions. A certificate of installation shall be provided to the Licensing Authority within 7 days of installation.
- 3.2 All private hire and hackney carriage vehicles with in-car camera systems installed shall display prominent notices visible from outside the vehicle and also within the vehicle at a point readily visible to passengers, declaring that there is an in-car camera system in operation within the vehicle. Signage is to be in accordance with Hackney Carriage and private Hire conditions.
- 3.3 All cameras shall be installed above the level of the dashboard within the hire vehicle.
- 3.4 Any proprietor-owner wishing to install additional cameras or make changes to the installation shall obtain consent from the Licensing Enforcement Officer of North West Leicestershire District Council prior to doing so.
- 4.0 Use of information recorded on in-car camera systems
  - 4.1 It is important that any person, who suspects that a crime has been committed and that an in-car camera system may contain relevant information to the crime, should report that suspected crime to the police as soon as possible.
  - 4.2 Maintenance shall be carried out on the CCTV system and a certificate of maintenance shall be provided to the Licensing Authority at the time of the renewal of a vehicle licence.
- 5.0 Data protection Act (1998) and Codes of Practice
  - 5.1 The owner/proprietor shall ensure that the storage and use of images complies with the requirements of the Data Protection Act (1998) and the information Commissioners Codes of Practice at all times.
- 6.0 Monitoring the use of in-car camera equipment
  - 6.1 Any duly authorised Officer of North West Leicestershire District Councils Environmental Health and Licensing team can at any reasonable time and on the production of a warrant card, if requested, examine any in-car camera installation for the purpose of monitoring compliance with the Data Protection Act and Codes of Practice.
  - 6.2 In the event of any potential breach being identified, the information commissioner will be informed.
  - 6.3 Failure to comply with this code of practice may result in the suspension or revocation of a hackney carriage or private hire vehicle licence.