

Blackpool Council



HWRC

ANPR Code of Practice

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Automatic Number Plate Recognition (ANPR) System

Code of Practice

1. Introduction

- 1.1. The purpose of this Code of Practice is to regulate the management, operation and use of the automatic number plate recognition camera (ANPR) system operated at the Household Waste Recycling Centre (HWRC) Bristol Avenue.
- 1.2. The system comprises of a fixed dedicated number plate recording camera at (HWRC) Bristol Avenue.
- 1.3. This Code of Practice will be subject to review every two years to include consultation as appropriate with interested parties.
- 1.4. The ANPR system is owned and operated by Blackpool Council.

2. Objectives of the ANPR System

- (a) To support the use of the permit scheme.
- (b) To manage misuse of HWRCs
- (c) To prevent and identify the illegal trade use at HWRCs sites
- (e) To count vehicle use of the sites.
- (f) To collect data for understanding trends and to help with future provision of facilities.
- (g) To collate data that indicates busy and quiet times of the day.

3. Statement of Intent

- 3.1. The ANPR Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998. Blackpool Council will comply with the eight principles of the Data Protection Act 1998.
- 3.2. Blackpool Council will treat the system and all information, documents and recordings obtained and used as if data were protected by the Act.
- 3.3. ANPR cameras will be used to monitor vehicle activities within the HWRC and to identify vehicle activity actually occurring, and for the purpose of securing the safety and wellbeing of the Council together with its visitors, agents and employees.
- 3.4. Staff have been instructed that the ANPR cameras are not to be tampered with or redirected at all for any reason.
- 3.5. Notification signs that ANPR is in operation have been placed at the vehicle access route to the HWRC. These are in accordance with Blackpool Council's policy on signage.

4. Operation of the System

- 4.1. The System will be administered and managed by the *Waste Management section* in accordance with the principles and objectives expressed in this code.
- 4.2. The day to day management will be the responsibility of Blackpool Council.
- 4.3. The ANPR system will be operated 24 hours each day, every day of the year.

5. Data Recording and Retention

- 5.1. Data will be used by authorised officers of Blackpool Council for the purposes outlined in paragraph 2 and shared with the Environment Agency and Police where appropriate.
- 5.2. Data will normally be held for 12 months, unless investigations into alleged misuse of the HWRC s ongoing. Normal retention periods will then apply.
- 5.3. The Environment Agency may require the Council to retain the stored data for possible use as evidence in the future. Such data will be properly indexed and properly and securely stored until they are needed by the Environment Agency.
- 5.4. Applications received from outside bodies to view or release data will be referred to the Data Protection Officer. In these circumstances data will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings or in response to a Court Order.

6. Breaches of the Code (Including Breaches of Security)

- 6.1. Any breach of the Code of Practice by Blackpool Council staff will be initially investigated by the Section Manager in order for him/her to take the appropriate disciplinary action.
- 6.2. Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

7. Access by the Data Subject

- 7.1. The Data Protection Act provides Data Subjects (individuals to whom “personal data” relates) with a right to data held about themselves, including those obtained by ANPR.
- 7.2. Requests for subject access requests (SARS) should be made on an application form available from:
 - The Household Waste Recycling Centre, Bristol Ave, Blackpool FY2 0JG.
 - <http://www.blackpool.gov.uk>
- 7.3. A fee of £10 is required for all SARs

8. Public Information

- 8.1. Copies of this Code of Practice will be available to the public from
 - The Household Waste Recycling Centre, Bristol Ave, Blackpool FY2 0JG.
 - <http://www.blackpool.gov.uk>

9. Complaints

9.1. Any complaints about the Blackpool Council ANPR scheme should be addressed to:

Household Waste Recycling Centre Manager
Household Waste Recycling Centre
Bristol Ave
Blackpool
FY2 0JG

10. Summary of Key Points

- This Code of Practice will be reviewed every two years.
- The ANPR system is owned and operated by Blackpool Council.
- Liaison meetings will be held with the Environment Agency.
- Data will be used properly, stored and destroyed after the retention period
- Data may only be viewed by Authorised Council Officers.
- Data will be deleted in accordance with the Councils IT Security Policy.
- Any breaches of this code will be investigated by the Council. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Data Protection Officer.
- Blackpool Council is committed to uphold the code of good practice as outlined by the information Commissioner Office

This code has been approved by the Head of Integrated Transport and Waste Services.

Effective date: December 2012

Review date: December 2013

Signed: