

**Stoke-on-Trent City Council**

**REGULATION OF  
SURVEILLANCE ACTIVITIES  
POLICY**



City of  
**Stoke-on-Trent**

# **REGULATION OF SURVEILLANCE ACTIVITIES POLICY**

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## **1. Introduction**

This Regulation of Surveillance Activities Policy (“the Policy”) applies to Stoke-on-Trent City Council (“the Council”) and combines multiple Council policies and codes of practice as annexes to this Policy.

## **2. Purpose**

This Policy brings together previous separate policies under the umbrella of a single corporate framework to ensure clarity and consistency.

The purpose of this Policy is to foster trust with customers and partners, to identify the parameters within which Council officers must operate, and to ensure that the rights of individuals are upheld when the Council, or its agents, carry out any type of surveillance.

## **3. Scope**

This Policy applies to overt and covert surveillance activity as well as the acquisition of communications data. The component parts which form part of this overriding Policy are:-

- Annex 1 - CCTV Code of Practice
- Annex 2 - Body Worn Video Camera
- Annex 3 - Mobile CCTV on Vehicles
- Annex 4 - Regulation of Investigatory Powers Act (RIPA)
- Annex 5 - Acquisition of Communications Data

These annexes, along with guidance documents to support them, are available to all staff via StokeInside. The Policy is not intended to cover the monitoring of employees which falls under the scope of existing HR and IT policies.

## **4. Policy Terms**

Any individual who has an involvement in any of the activities which fall, or has the potential to fall, under the scope of one of the annexes to this Policy, must adhere to the following requirements. Failure to do so may result in disciplinary or legal action:

- Any activity must be carried out in accordance with legislation, in particular, but not limited to, any relevant data protection laws and the Human Rights Act 1998.
- Any activity involving surveillance (whether overt or covert) or the acquisition of communications data must be carried out in full compliance with this Policy.
- Any suspected or confirmed breach of this Policy must be reported to the Assistance Director of Governance.

## **5. Review and Revision**

This Policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months. Policy review will be undertaken by the Assistant Director of Governance who may delegate to officers of the Legal Services Team as appropriate.