

Appendix 2

**Bolsover District and North East Derbyshire District Council
Joint Driver at Work Policy
CCTV System Control Document**

System Name	Fleet Vehicle GIS Tracking Systems
Data Controller	Bolsover District Council
Data Processor	Operations Directorate
System Owner	Joint Director of Operations
System Manager	Assistant Director Streetscene Assistant Director Housing
System Administrator and Deputy if applicable	Joint Grounds Maintenance & Cleansing Manager Joint Refuse & Recycling Manager Joint Fleet Transport Manager
System Operators	Assistant Director Streetscene Assistant Director Housing Joint Grounds Maintenance & Cleansing Manager Joint Refuse & Recycling Manager Joint Fleet Transport Manager Waste Services Supervisor Grounds Maintenance & Cleansing Supervisor Transport Supervisor Operational Repairs Manager Strategic Repairs Manager Housing Enforcement Manager Housing Needs Manager Housing Innovation Officer Repairs Innovation Officer
Type of System	GIS Tracking – Web based vehicle tracking system providing vehicle logistical management information to be provided in the management and performance of service delivery and safeguard tracked assets.
Purpose	System enhances other systems to manage operational service delivery, safety and security during working and non-working hours; in particular, as high value diesel fuel, vehicles, plant and equipment is operated and varying risks presented to staff. Systems assist in managing logistical service delivery performance and support staff in their roles when complaints are raised against their actions. Operation of the system adheres to the principles of the Data Protection Act 1998, Human Rights Act 1998, Regulation of Investigatory Powers Acts 2000 and other relevant legislation. The system supports Lawful Business Monitoring (LBM) arrangements and will not be abused or misused and is correctly and efficiently installed and operated.

Monitoring	GIS Tracking – System only accessible to authorised Trackyou users. No personal data is viewable. All information captured relates to business usage of fleet vehicles.
Type of Recording	GIS Tracking – Web based vehicle tracking system.
Record Retention	GIS Tracking – Web based vehicle tracking system providing vehicle logistical management and 3 month historical data held by TrackYou.
Privacy Zone Identified	The system is not intrusive to any identified privacy zone
CCTV Signs	N/a
Sound Recording	None
Secure Viewing Room	GIS Tracking – System only accessible to authorised TrackYou users. No personal data is viewable. All information captured relates to business usage of fleet vehicles.
Satellite Monitoring Stations	All system information is viewable by way of Council established business premises using corporate ICT systems.
Maintenance Log	Maintenance log is kept by Streetscene Services. This is maintained by the Joint Assistant Director Streetscene, Joint Refuse & Recycling Manager and Joint Grounds Maintenance and Cleansing manager.
Visitors/ Viewing Log	A log is kept by Streetscene Services. This is maintained by the Joint Assistant Director Streetscene, Joint Refuse & Recycling Manager and Joint Grounds Maintenance and Cleansing manager.
Evidence Disclosure Log	A log is kept by Streetscene Services. This is maintained by the Joint Assistant Director Streetscene, Joint Refuse & Recycling Manager and Joint Grounds Maintenance and Cleansing manager.
Third Party Requests	System enquiries may be made to 01246 217264\593045; with data protection information requests made to the Council's named Data Protection Officer (Mrs. J. Foley).
CCTV Risk Assessment	N/a

System Name	Fleet Vehicle CCTV Systems
Data Controller	Bolsover District Council
Data Processor	Operations Directorate
System Owner	Joint Director of Operations
System Manager	Assistant Director Streetscene Assistant Director Housing

System Administrator and Deputy if applicable	Joint Grounds Maintenance & Cleansing Manager Joint Refuse & Recycling Manager Joint Fleet Transport Manager
System Operators	Assistant Director Streetscene Assistant Director Housing Joint Grounds Maintenance & Cleansing Manager Joint Refuse & Recycling Manager Joint Fleet Transport Manager Waste Services Supervisor Grounds Maintenance & Cleansing Supervisor Transport Supervisor Operational Repairs Manager Strategic Repairs Manager Housing Enforcement Manager Housing Needs Manager Housing Innovation Officer Repairs Innovation Officer
Type of System	CCTV Hard Drive DVR System – Vehicle based system providing front and rear facing recorded angles of mobile work in operation to safeguard the health, safety and securing of staff and quality service delivery actions.
Purpose	System enhances other systems to manage operational service delivery, safety and security during working and non-working hours; in particular, as high value diesel fuel, vehicles, plant and equipment is operated and varying risks presented to staff. Systems assist in managing logistical service delivery performance and support staff in their roles when complaints are raised against their actions. Operation of the system adheres to the principles of the Data Protection Act 1998, Human Rights Act 1998, Regulation of Investigatory Powers Acts 2000, CCTV Code of Practice and other relevant legislation. The system supports Lawful Business Monitoring (LBM) arrangements and will not be abused or misused and is correctly and efficiently installed and operated.

Monitoring	CCTV Hard Drive DVR System – Information is only accessible to staff set out below, who are able to view data in their private office: Assistant Director Streetscene Assistant Director Housing Joint Grounds Maintenance & Cleansing Manager Joint Refuse & Recycling Manager Joint Fleet Transport Manager
Type of Recording	CCTV Hard Drive DVR System – Hard Disk (DVR System).
Record Retention	CCTV Hard Drive DVR System – 14 days (approx.) continuous record at which data overwrite occurs
Privacy Zone Identified	Cameras do not observe private property; rather, constrained to viewing operational service delivery (i.e. waste collection) upon

	the highway. Cameras are not trained, nor intended to monitor private property.
CCTV Signs	Vehicles fitted with CCTV signage to notify in operation.
Sound Recording	None
Secure Viewing Room	CCTV Hard Drive DVR System – Information is only accessible to staff set out below, who are able to view data in their private office: Assistant Director Streetscene Assistant Director Housing Joint Grounds Maintenance & Cleansing Manager Joint Refuse & Recycling Manager Joint Fleet Transport Manager
Satellite Monitoring Stations	All system information is viewable by way of Council established business premises using corporate ICT systems.
Maintenance Log	Maintenance log is kept by Streetscene Services. This is maintained by the Joint Assistant Director Streetscene, Joint Refuse & Recycling Manager and Joint Grounds Maintenance and Cleansing manager.
Visitors/ Viewing Log	A log is kept by Streetscene Services. This is maintained by the Joint Assistant Director Streetscene, Joint Refuse & Recycling Manager and Joint Grounds Maintenance and Cleansing manager.
Evidence Disclosure Log	A log is kept by Streetscene Services. This is maintained by the Joint Assistant Director Streetscene, Joint Refuse & Recycling Manager and Joint Grounds Maintenance and Cleansing manager.
Third Party Requests	System enquiries may be made to 01246 217264\593045; with data protection information requests made to the Council's named Data Protection Officer (Mrs. J. Foley).
CCTV Risk Assessment	Undertaken by the Assistant Director Streetscene (26 th August 2014).