

WARRINGTON BC HACKNEY CARRIAGE & PRIVATE HIRE CCTV DOWNLOAD POLICY

1. Data will only ever be downloaded on four occasions
 - (i) Where a crime report has been made involving the specific vehicle and the Police or LEA have formally requested that data or,
 - (ii) When a substantive complaint has been made to the licensing authority regarding a specific vehicle / driver,
 - (iii) Where a data request is received from an applicant that has a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licensed vehicle or driver.
 - (iv) Subject Access Request compliant with the Data Protection Act.
2. All CCTV download requests must be submitted on the current CCTV Taxi Download Request Form LP103. A copy can be obtained by emailing taxicomplaints@warrington.gov.uk and the applicant must fully complete all of Section A of the form before submitting to taxicomplaints@warrington.gov.uk.
3. An Authorising Officer of Warrington BC Public Protection Service as designated in the Scheme of Delegation will review completed LP103 forms. Should the details provided by the applicant in Section A be incomplete or insufficient to allow for a decision to be made about authorising the download request then the form will be returned to the applicant for further information to be included.
4. If there are sufficient details in Section A, the Authorising Officer will consider the request to determine which of the four download occasions listed in section 1 above is applicable to the request. The decision of the Authorising Officer will be recorded and if the download is permitted it will be tasked to a Downloading Officer.
5. The Downloading Officer will be an officer of the Public Protection Service of Warrington BC as designated in the Services scheme of delegation. This officer will follow the Standards Operating Procedure for the downloading of CCTV footage as set out by each CCTV system provider. For all downloads the footage will be issued with a unique reference number and downloaded to an encrypted standalone laptop. The laptop when not in use is stored securely with controlled access limited to Authorising Officers and Downloading Officers.
6. It is necessary for the Downloading Officer to view footage from the CCTV system during the process of downloading. It is also necessary for the requesting officer to view the downloaded footage to determine if it is required as evidence in their enquiry. Should the footage be required as evidence a copy will be burnt to a durable portable format. The officer receiving the footage will be required to sign to confirm that they and their organisation now assume responsibility for the secure storage of the footage and its disposal when it is no longer required in their investigation or proceedings.
7. Downloaded footage on the encrypted standalone laptop will be held for a maximum of 14 days starting from the day after the download was conducted where upon the downloaded footage will be deleted from the laptop.