

Automatic Number Plate Recognition (ANPR) Systems

Code of Practice

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Economic Growth & Development Directorate

Document History		
Date	Author	Change
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15/08/2014	Business & Enterprise Team	Updated to reflect internal restructuring
17/02/2015	Contract & Asset Systems Team	Data Access updated to include SSE
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1. Introduction

This document aims to provide clarity on Automatic Number Plate Recognition (ANPR) systems operated and maintained by Cornwall Council and ANPR data where Cornwall Council is the data controller as defined in Part 3, Chapter 1, Section 32 of the Data Protection Act 2018. This ANPR Code of Practice has been aligned to the core principles of strategic documents produced from organisations such as the National Police Chiefs Council (NPCC), the Information Commissioners Office (ICO) and the Home Office.

2. Who Are We?

The Transport & Technology Team of Cornwall Council is responsible for the management and maintenance of numerous core assets across the county including the road network throughout Cornwall (excluding the A30 and A38).

This document specifically relates to the data collected as part of the operation and management of the ANPR infrastructure, where Cornwall Council is the data controller.

3. What is ANPR?

ANPR refers to Automatic Number Plate Recognition cameras/systems capable of reading vehicle registration plates with the option to also capture a still photographic image of each passing vehicle.

ANPR uses Optical Character Recognition to log vehicle registration plates in the form of text which is then stored in a central database, retained and analysed as specified within this document and its associated documents.

4. Intention and Use of Cornwall Council ANPR Systems

The purpose of Cornwall Council's ANPR system is to:

- assist in the detection and prevention of crime
- assist in the monitoring and management of the county's transport network, usage and patronage
- to support civil enforcement proceedings
- support compliance monitoring/reporting for Cornwall Council initiatives

These purposes listed are in no way exhaustive and Cornwall Council reserves the right to amend/update the list accordingly at any time.

For information relating specifically to ANPR average speed enforcement cameras within Cornwall and the data collected, please refer to: <https://www.prsp.org.uk/>

5. Cornwall Council ANPR Guiding Principles

Cornwall Council will maintain and operate ANPR infrastructure in line with the 12 guiding principles as defined within the Home Office, "Surveillance Camera Code of Practice" document, June 2013, which are as follows:

- 5.1 Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- 5.2 The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- 5.3 There must be as much transparency in the use of a surveillance camera system as possible including a published contact point for access to information and complaints.
- 5.4 There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- 5.5 Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- 5.6 No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purpose has been discharged.
- 5.7 Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place where it is necessary for such a purpose or for law enforcement purposes.
- 5.8 Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- 5.9 Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- 5.10 There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- 5.11 When the use of surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

- 5.12 Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

6. Public Awareness

By default, where Cornwall Council is the data controller, we will where appropriate display signage relating to the collection, use, storage and sharing of the data gathered by ANPR cameras within the vicinity of where they are situated. Exceptions will apply for sites where obvious identification of the cameras would compromise the integrity of their purpose, eg. crime detection or where the positioning of a sign would cause a hazard, eg. alongside a busy road where reading the sign would cause the driver to be distracted.

A privacy notice will be made available on the Cornwall Council website which will provide:

- Information on the ANPR infrastructure (where Cornwall Council is the data controller), including those sites mentioned above where signage is not appropriate or possible. This will also provide more detailed information and links to other appropriate guidance.
- Information on how personal data will be retained and can be accessed by an individual.

7. Use of ANPR Data

- Cornwall Council
 - To assist the Local Authority in their enforcement and regulatory functions within Cornwall
 - To assist in developing the economic well-being of Cornwall
 - Management of origin-destination vehicle journeys to help improve the road network
 - Real time traffic monitoring and road networking management
 - Monitoring journey times to improve traffic flows
 - To assist in traffic management and encourage safer, more sustainable use of multi-modal transport and provide travel information to the media and public
 - The prevention and detection of crime
 - To assist in supporting civil enforcement proceedings
 - Compliance monitoring/reporting for Cornwall Council initiatives
- Devon & Cornwall Police
 - In support of a national counter terrorist operation or initiative
 - In support of a local counter terrorist operation or initiative
 - In support of the investigation of serious crime
 - In support of a serious crime/roads policing initiative
 - Prevention and detection of crime
 - Gathering of evidence and intelligence
 - Control strategy crimes

Where operational practices vary from the standards contained within this document, the details will be documented as sub-procedures/policies under the umbrella of this Code of Practice. The above list is not exhaustive and Cornwall Council reserves the right to update this information at any point without formally giving prior notice. All relevant ANPR policies/statements will be provided on the Cornwall Council ANPR privacy policy website: <http://www.cornwall.gov.uk/default.aspx?page=33906>.

8. Data Security

- ANPR Data is transferred from the Number Plate Reading Device (NRD) to the Back Office Facility (BOF) via a securely encrypted connection over either a mobile or fixed channel.
- All ANPR data (text and photographic images) will be stored in a central database housed on a secure central server at Cornwall Council.
- Data is also held on Cornwall Council's externally hosted Urban Traffic Management and Control (UTMC) system for the purposes of Intelligent Transport System (ITS). Data is shared and stored via government approved secure connections
- Data retention periods can be found in Section 9 of this document.
- Data is shared with Devon & Cornwall Police via government approved secure connections.

9. Data Retention Periods

Organisation	Data Type	Maximum Retention Period
Cornwall Council	Text data	5 years
	Plate patch image	5 years

10. Data Access

Role	Organisation	Team/Position	Reason
Data Controller	Cornwall Council	Transport & Technology Manager	Service Manager responsibility.
Data Admin	ANPR Supplier	Engineer	System installation, maintenance and Repair
	SSE Enterprise	Operations Team	System installation, maintenance, repair and daily defect monitoring
	Cornwall Council	ITC Operations Team Leader and ITC Operations Officer	Integrated Technologies Contract Management
		Technology Systems Engineer	System installation, maintenance and repair
		Contract & Asset Systems Team	System support, data audits
		Integrated Transport Unit	Passenger Transport contract management
		Information Services	System installation, maintenance and Repair
	Cormac Solutions Ltd (on behalf of CC)	Transport Planning/Design Engineers	Review anonymised journey time & origin-designation data for highway and network designs/improvements
UTMC System Provider	Engineer	System development, support, maintenance and repair	
Joint Data Controller	Devon & Cornwall Police	Various	Prevention & detection of crime

- Data access permissions may deviate from those listed above where Cornwall Council is required by policy or law to fulfil or disclose information. Amendments to data access policies shall be formally requested and sent to the Data controller for approval prior to any system access amendments.
- Authorised users will have a unique password protected log-in.
- Where Cornwall Council is the data controller, they or their representative may restrict access to data held on their ANPR system, taking into account any organisational needs and the efficient operation of their systems.

11. Sharing Information

- Data will only be shared with official UK law enforcement or government agencies. Additional requests for sharing will be considered on a case-by-case basis.

- Data will only be shared with these partners where sufficient agreements detailing the use, storage, security and retention of information by that partner is in place.
- Data will not be sold, shared or distributed for marketing purposes.
- Data will not be transferred or stored outside of the United Kingdom

12. Data Controller

To the extent that the data is shared and retained by both partners, data will be held by each as joint data controllers each with its own obligations, rationale and procedures for processing data. Chief characteristics of this status of joint data controller are:

- Overall the data is intended to be 'collected jointly' by both organisations in that neither has the resource to collect all the data it would wish to use for its purposes alone;
- Neither has the right to audit the other's processing of the data;
- The data is controlled by the organisation whose Number Plate Reading Device (NRD) captures the data, whereby they store and retain (process) the data; and
- When the data is shared/transferred to the other party that party becomes a joint data controller.

13. Other Sources of Information

- Devon & Cornwall Police Force ANPR Policy D198
<http://www.devon-cornwall.police.uk/FOI/Doc/1c35b26a-09fb-4ad1-9e00-90556624e5b5/p?D198.pdf>
- Data Protection – Privacy Notices Code of Practice, Information Commissioner's Office (ICO)
https://www.ico.org.uk/~/media/documents/library/Data_Protection/Detail_ed_specialist_guides/PRIVACY_NOTICES_COP_FINAL.ashx
- Home Office – Surveillance Camera Code of Practice, Crown Copyright, 2013
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/204775/Surveillance_Camera_Code_of_Practice_WEB.pdf

14. Requesting Further Information

If you require further information, you can request it:

- Online by completing a feedback form:

<http://www.cornwall.gov.uk/default.aspx?page=1811>

- In person by calling into our one stop shops and many of our offices during working hours.
- By telephone:
0300 1234 100
- By email:
comments@cornwall.gov.uk
- By post:
Compliments, Comments and Complaints
Cornwall Council
County Hall
Treyew Road
Truro
TR1 3AY

15. Freedom of Information

If you wish to find out more about what information and/or personal data Cornwall Council retains, you can complete a Subject Access Request Form available from our Data Protection Act compliance webpage:

<http://www.cornwall.gov.uk/default.aspx?page=230>

16. Document Review

This document shall be reviewed on an annual basis by the Contract & Asset Systems team.

If you would like this information in another format please contact:

Cornwall Council
County Hall
Treyew Road
Truro
TR1 3AY

Telephone: 0300 1234 100

Email: enquiries@cornwall.gov.uk

www.cornwall.gov.uk