

**Bracknell Forest Council**  
**Conditions relating to the use of CCTV in licensed vehicles**

There is no requirement to install CCTV in vehicles licensed by this authority. However, should you wish to install such a system, you must comply with the following conditions.

**Minimum System Requirements**

1. The power for the CCTV system must be linked to the vehicle ignition, and is not to be independently turned on or off.
2. Recordings made must be clear in all light conditions, whether in bright sunlight or at night and must be of sufficient quality and of suitable angle to enable the facial identification of individuals in the vehicle.
3. All recordings must be time and date stamped, with the full date displayed and time in hours, minutes and seconds.
4. The system must be capable of storing recordings for a minimum of 7 days.

**Audio Recordings**

1. Audio recordings shall not be made unless in exceptional circumstances, e.g. when triggered by a 'panic button'.
2. If audio recordings are made following the triggering of a 'panic button', a reset function must be present that returns the system to normal after a set period of time.
3. If the system is capable of recording audio, then the signage within the vehicle must confirm that audio recordings may be made.
4. If a dash cam is fitted to record images outside of the vehicle then any audio recording must be switched off whilst passengers are being carried.

**Conditions**

1. A CCTV system capable of recording images and sound within the vehicle shall not be installed without prior permission from the Licensing Section. . Any such request must be made with full details of the proposed system; the Licensing Section may also request evidence to confirm that such system meets the minimum requirements.
2. Any CCTV system used must be professionally installed to the satisfaction of the Licensing Section. Any damage caused to the fixtures, fittings or trim of the vehicle during installation must be repaired to ensure no loose wires, sharp edges or ill-fitting trim remain.
3. Any CCTV system installed must be permanent to that vehicle and not temporarily fitted (e.g. with suction cups).
4. Any camera fitted must be installed in a conspicuous manner; concealed cameras will not be permitted.
5. There should be no facilities within the vehicle to view recordings.
6. CCTV cameras, control boxes or any other feature of the CCTV system must be securely installed so as to not cause any harm or injury to the driver, passengers or any other

person. This includes injury from electric shock from any wire or component as well as any injury resulting from physical contact with the system during day to day use of the vehicle or during an accident.

7. The proprietor/licence holder of the vehicle shall ensure that the CCTV system is properly and regularly maintained and serviced in accordance with the manufacturer's instructions
8. The proprietor/licence holder of the vehicle must notify the Licensing Section in writing within 24 hours of any fault identified within the CCTV system that would prevent its normal operation.
9. The proprietor/licence holder of the vehicle will be the data controller, responsible for personal data captured in recordings and for ensuring compliance with applicable legislation.
10. The data controller must be registered with the Information Commissioners Office, and drivers or proprietors of vehicles with CCTV shall make themselves aware of the law relating to data protection and subject access requests.
11. Recordings of images and/or audio of the interior of the vehicle shall only be viewed/downloaded for one of the following reasons:
  - When the Police have formally requested the data.
  - As part of an investigation by the Licensing Section.
  - Following a Subject Access Request compliant with the Data Protection Act.

Drivers should not post footage on the internet, any social media or similar nor should they permit any persons not detailed above to view the recordings.

12. The proprietor/licence holder of the vehicle shall notify the Licensing Section in writing within 24 hours on each occasion that they have had cause to view recordings captured, detailing the reasons why.
13. The proprietor/licence holder of the vehicle shall not refuse any reasonable request to view footage made by the police or the Licensing Section, and shall make footage available as soon as reasonably practicable, and in any event within 7 days of the request.
14. Recordings must be kept for a minimum of 7 days and shall be kept for no longer than 31 days, unless there is an incident in the vehicle that may lead to a prosecution, in which case the driver may request permission in writing from the Licensing Section to retain the footage for a longer period.
15. The proprietor/licence holder of the vehicle shall maintain a record concerning the CCTV system, including the following:
  - The make and model number(s) of all components comprising the system
  - The date the system was installed and the dates of all services to the system, including the nature of any faults identified.
  - The dates, times and reasons for any occasion where any 'panic button' is used.
  - A record of any occasions in which recordings are downloaded or viewed, including the date the recordings were accessed, and the reason for the footage being accessed.

Such records shall be maintained for as long as the CCTV system is installed within the licensed vehicle plus an additional 31 days, and shall be made available upon request to any authorised officer of the Council or a police officer.

16. The proprietor/licence holder of the vehicle shall ensure that signage is displayed in the vehicle confirming that CCTV is in operation. Such signage must be clearly visible from the exterior and interior of the vehicle and must provide the name and contact details of the data controller.
17. Failure to adhere to these conditions may result in the removal of permission for the use of CCTV.