

Bedgebury ANPR Car Parking System Code of Practice

February 2014

1. INTRODUCTION

1.1 The purpose of this Code of Practice is to regulate the management, operation and use of the automatic number plate recognition camera (ANPR) system operated at the main Visitor Car Park at Bedgebury.

1.2 The system comprises four fixed dedicated number plate recording cameras, one on each of the entry and exit lanes.

1.3 This Code of Practice will be subject to review every two years.

1.5 The ANPR system is owned by the Forestry Commission

2. OBJECTIVES OF THE ANPR SCHEME

2.1

(a) To support the use of the parking controls on site.

(b) To count vehicle use of the site.

(c) To collect data for understanding trends and to help with future provision of facilities.

(d) To collate data that indicates busy and quiet times of the day.

3. STATEMENT OF INTENT

3.1 The ANPR Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998.

3.2 The Forestry Commission will treat the system and all information, documents and recordings obtained and used as if data were protected by the Act.

3.3 Notification signs, that cameras are in operation, have been placed at the vehicular access to the car park.

4. OPERATION OF THE SYSTEM

4.1 The System will be administered and managed by the Forestry Commission in accordance with the principles and objectives expressed in this Code of Practice

4.2 The day to day management will be the responsibility of both the Forestry Commission and its parking maintenance contractor.

4.3 The ANPR system will be operated 24 hours each day, every day of the year.

5. DATA RECORDING and RETENTION

5.1 Data will be used by authorised employees of the Forestry Commission for the purposes outlined in paragraph 2 above.

5.2 Camera data will normally be deleted at the end of each day, except in the case of non-payment, where the records will be kept for up to 30 days in order to monitor repeat non-payment.

6. BREACHES OF THE CODE (INCLUDING BREACHES OF SECURITY)

6.1 Any breach of this Code of Practice by Forestry Commission staff will be initially investigated by the Bedgebury Manager in order for him/her to take the appropriate disciplinary action.

6.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

7. ACCESS BY THE DATA SUBJECT

7.1 The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by ANPR.

Requests for subject access requests (SARS) should be made to the Bedgebury Manager, Park Lane, Goudhurst, Kent, TN17 2SL

8. COMPLAINTS

8.1 Any complaints about the Bedgebury ANPR Car Parking System should be addressed to: The Bedgebury Manager, Park Lane, Goudhurst, Kent, TN17 2SL

9. SUMMARY of KEY POINTS

- This Code of Practice will be reviewed every two years.
- The ANPR system is owned and operated by The Forestry Commission
- Data will be used properly, stored and destroyed after the retention period
- Data may only be viewed by authorised Forestry Commission employees.
- Any breaches of this code will be investigated by the Forestry Commission. An independent investigation will be carried out for serious breaches.

This document was updated on the 4 February 2014