

# **CCTV**

## **In-Cab Surveillance Systems Guidelines**

### **Installation**

- All equipment must be installed in such a manner that it would not cause injury to the driver and/or passengers,
- Equipment must not obscure or interfere with the operation of any of the vehicles standard and/or mandatory equipment,
- All wiring must be adequately fused and appropriately routed,
- If more than one camera is being installed their location within the vehicle must be specific for purpose,
- System installation and commissioning must be completed by an approved agent and the vehicles 'type approval' document endorsed accordingly.

### **Operation**

- Images captured must remain secure at all times and be accessible only to the licensing authority, police or other body specifically approved by the licensing authority. Some form of system encryption and access code will be required to ensure permanent security,
- Captured images must not be capable of being viewed either by the driver and/or passengers at any time, i.e. viewing screens will not be permitted,
- Activation of the equipment may be via a number and combination of options such as;  
- door switches, taximeter hired lamp illumination, time delay and drivers panic button. A direct wired link to the vehicles taximeter will not be acceptable.

### **Signage**

- There must be a sign informing passengers that the vehicle is fitted with surveillance equipment. Any sign and its wording must be submitted for approval in conjunction with a system installation. The sign must be clearly legible to passengers without being intrusive or obstruct their vision forward.

### **Registration**

- Each surveillance system installation must be registered with the 'Office of the Data Protection registrar'. Documented proof of registration will be required for inspection each time the vehicle undergoes examination by the Licensing Officer.

### **Costs**

- Any costs incurred by Hastings Borough Council in monitoring, inspecting, purchase of related software, etc. will be born by the relevant owner of the vehicle.

Applications for approval of specific systems must be made to the Licensing Officer at Aquila House, Breeds Place, Hastings, East Sussex, TN34 3UY