

Code of Practice for the ANPR parking system operated at Calshot Activities Centre and Hampshire Country Parks

(March 2019)

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 (ANPR) system in operation at Calshot Activities Centre, Lepe Country Park, Royal Victoria Country Park, Queen Elizabeth Country Park, Staunton Country Park and which will be in operation at River Hamble Country Park.
- 1.2 The system comprises barriers at entry/exit to the car parks, with fixed dedicated number plate recording cameras on each of the entry and exit lanes and webcams to oversee operation and pay machines.
- 1.3 The use of the ANPR system has been subject to a Privacy Impact Assessment. This Code of Practice is subject to annual review.
- 1.4 The ANPR system is owned by Hampshire County Council.

2. OBJECTIVES OF THE ANPR SCHEME

2.1 Objectives are:

- (a) To provide a modern parking system, ensuring that customers have a variety of options to pay for their stay.
- (b) To provide greater enforcement of charges, ensuring fairness.
- (c) To collect anonymised data showing length of time spent on site, patterns and trends, in order to help plan for the future, making the most of each site.
- (d) To give flexibility to set charges encouraging full use of the site throughout the year.

3. STATEMENT OF INTENT

- 3.1 The ANPR Scheme operates in accordance with the [Surveillance Camera Code of Practice](#) issued by the Home Office.
- 3.2 Hampshire County Council safeguards all personal information held by the system in accordance with the General Data Protection Regulation and associated legislation.
- 3.3 There are notification signs at each set of barriers stating that cameras are in operation.

4. OPERATION OF THE SYSTEM

- 4.1 The system is administered and managed by Hampshire County Council in accordance with the principles and objectives expressed in this Code of Practice
- 4.2 The day to day management is the responsibility of both Hampshire County Council and its parking maintenance contractor. Staff operating the system are made aware of their responsibilities under the General Data Protection Regulation.
- 4.3 The ANPR system is operated 24 hours each day, every day of the year.

5. DATA RECORDING and RETENTION

- 5.1 Data is used by authorised employees of Hampshire County Council for the purposes outlined in paragraph 2 above.
- 5.2 Camera data is normally be deleted after 12 months, allowing repeat non-payment to be monitored and to provide anonymised data on dwell times and frequency of visits. Where Penalty Charges are made against vehicle owners for non-payment or other breaches of car park conditions, data will be kept until the penalty is paid or otherwise resolved.

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

- 6.1 Any breach of this Code of Practice by Hampshire County Council staff will be initially investigated by the appropriate Senior Officer within the CCBS Department 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. Subject Access Requests (SARS) should be made to: Corporate Services (Policy/Governance), Hampshire County Council, The Castle, Winchester SO23 8UJ

8. COMPLAINTS

- 8.1 Any complaints about the ANPR Car Parking System should be addressed to:
countryside@hants.gov.uk or
Countryside Service, Hampshire County Council, The Castle, Winchester SO23 8UL

9. SUMMARY of KEY POINTS

- This Code of Practice is reviewed annually.
- The ANPR system is owned and operated by Hampshire County Council
- Data is used properly, stored and destroyed after the retention period.
- Data may only be viewed by authorised Hampshire County Council employees and its parking maintenance contractor.
- Any breaches of this code will be investigated by Hampshire County Council. An independent investigation will be carried out for serious breaches.