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## Image and Sound Recording Equipment

Full information on image and sound recording can be found in the Private Hire Operator and Vehicle Licence Policy & the Hackney Carriage Vehicle Licence Policy.

A vehicle may only be fitted with an approved and UKGDPR compliant system which is capable of recording video images and switch controlled audio recordings.

“A system” means any electronic recording device attached to the inside of the vehicle having the technical capability of capturing and retaining visual images and audio recording from inside or outside of the vehicle. Although please be advised that the use of dashcams for internal recording is not permitted.

### General Requirements

The system must be UKGDPR compliant standard and be approved by the Council; once installed, it must be always in operation whilst the vehicle is being used for licensable purposes. Where the vehicle is being used for domestic purposes, there is no requirement for the equipment to be operational.

All CCTV equipment must conform to the Council’s specification, and in any case adhere to Data Protection legislation. CCTV systems that do not meet the specification will not be approved for use.

CCTV systems installed will be inspected as part of the compliance test to ensure that they do not pose a risk to the safety of the driver or passengers, and to ensure that they have been safely and securely installed. Design, construction, and installation must be in such a way that materials present no danger the driver or passengers, including impact with the equipment or danger from the electrical components being breached through vandalism, misuse or wear and tear.

The installation and operation of CCTV must comply with the requirements of the Information Commissioner’s Officers CCTV Code of Practice. Detailed information can be found on the Information Commissioner’s Office website: [www.ico.gov.uk](http://www.ico.gov.uk)

All equipment must meet all requirements regarding safety, construction and use, technical acceptability, and operational/data integrity.

## **Signage**

Signage must be strategically displayed in the vehicle, informing passengers that they may be recorded. Notices shall be placed in both the front and rear of the vehicle.

The notices must include information that CCTV is in operation, which may include audio within the vehicle.

## **Camera Activation Methods**

Video recording must be active when the vehicle is being used for licensable purposes.

## **Audio Recording Methods**

Where installed, audio recording must be active in the following circumstances:

- Where an unaccompanied child or vulnerable adult is being transported in the vehicle
- Where the driver and the customer are involved in a dispute or the driver feels threatened by the behaviour of the passenger or any other such method that warrants audio recording

Activation of audio recording must be triggered by either the driver or the passenger pressing a switch, once activated. the recording will continue until such time that the switch is pressed again to deactivate it. These switches must be independent of each other.

There must be an indicator located in the vehicle that is in clear and uninterrupted view of the passenger and that indicates that audio recording is taking place. This may be incorporated into the switch.

At the conclusion of a journey, when the passenger leaves the vehicle, audio recording must be cancelled before another passenger enters and the journey commences. However, there should be a method of reactivating the audio recording should any of the above situations arise in relation to the new journey.

## **Automotive Electromagnetic Compatibility Requirements (EMC)**

The system must not interfere with the safety, control, electrical, computer, navigation, satellite, or radio system located within the vehicle.

Equipment must be CE-marked.

## **Image Security**

Captured images must remain secure.

Captured images must be protected, encrypted, stored away from the camera itself, and designed to guard against the compromise of the stored data. The Information Commissioner's Office has published guidance on how to keep personal data (including personal data contained in CCTV images) secure: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

## **Registering with the Information Commissioner's Office**

The ICO is the UK's independent body set up to uphold information and data protection rights.

The Data Protection (Charges and Information) Regulations 2018, and UKGDPR stipulates that every person or organisation that stores, accesses or processes personal information, must register as a "data controller" and pay the fee to the Information Commissioner's Office (ICO) unless they are exempt.

If you wish to register yourself as the data controller **you will be required to provide a copy of your registration certificate to the installer and the Licensing Service.**

**Access to any stored data is restricted to registered data controllers only! Where you are not registered, you will be unable to directly access any recordings.**

Further information can be found on the ICO's website: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>

## **Technical Specification and System Requirements**

To be considered suitable for installation, the systems must meet the requirements set out in the specification below.

## Applicant Details

Full Name	
Date of Birth	
Address	
Postcode	
Telephone Number	
Email Address	

## Vehicle Details

Vehicle Registration	
Vehicle Licence Number	

## Manufacturer Details

Equipment Type	
Manufacturer	
Installer	
Installed Date	

## Information Commissioner Office Information

If you are a data controller you must be registered with the Information Commissioner's Office and pay any required fee. For more information on being a data controller, please visit

<https://ico.org.uk/for-organisations/data-protection-fee/register/>

1. Are you a Data Controller?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is yes, please provide your Registration Number		
3. If you answered no, then please provide details of your nominated data controller		
4. Have you enclosed a copy of the Registration Certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Licence Holder Declaration

I hereby request consent to install and use image recording equipment.

I can confirm that the equipment meets the criteria set out in the Private Hire Operator and/or the Hackney Carriage Vehicle Licence Policy.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Privacy Notice

### How we will use your information

The information provided to us will be used to help us process your application for a licence.

Your personal data is processed under a contract to which you are party to through your application for a licence (as per Article 6(1)(c) and Article 6(1)(e) of the General Data Protection Regulation). In terms of special category data including criminal records or health information, your information is processed as it is necessary for the performance of a task carried out in the public interest (as per Article 9(2)(g) of the General Data Protection Regulation).

Your application will be processed in line with the following pieces of legislation and guidance:

- Town Police Clauses Act 1847
- Local Government (Miscellaneous Provisions) Act 1976

### Who we will share your information with

We may share your information with the following third parties, including:

- Driving and Vehicle Licensing Agency (DVLA)
  - Disclosure and Barring Service (DBS)
    - Taxi Plus
  - Big Change App (Online applications)
    - Home Office
- NR3 National Register of Taxi Licence Refusals and Revocations
- Department for Environment, Food and Rural Affairs (DEFRA)
  - Other Licensing Authorities
  - Other Council services
- Any other service/organisation as referenced in the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976

We are required to maintain and publish [Public Registers](#), which includes data of licence holders.

We will also share data with the Cabinet Office for the purposes of a data matching exercise called the National Fraud Initiative. The purpose of the exercise is to detect fraud and error. The Council is legally required to participate in this exercise.

### How long we will keep your information

The information you provide will be kept for the duration of your licence, plus six years, after which time it will be deleted.

The information will be stored either in paper form and/or electronically on a secure council database.

In the event that your licence is revoked, or an application refused, information will be uploaded to the NR3 Register and the information kept for 11 years.

### What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

## Specification

### Sheffield City Council Licenced Private Hire Vehicle CCTV - Technical Specification and System Requirements

In order to be considered suitable for installation in a Sheffield City Council licensed Private Hire vehicle, the system must meet the following requirements.

Reference	Specification	Details
<b>1.0 Operational Technical Specifications</b>		
<b>1.1</b>	100% solid state design or a proven vibration and shock resistant system	<p>The system should not have any fan and the recording should be vibration and shock proof, i.e.</p> <ul style="list-style-type: none"> <li>• Flash-based SSD (100% industrial grade)</li> <li>• Hard disk with both mechanical anti-vibration and anti-shock mechanism and self-recovery and self-check file writing system</li> <li>• SD cards will be accepted</li> </ul>
<b>1.2</b>	8 to 36 Volts DC	Operational between 8 and 36volts DC
<b>1.3</b>	Reverse polarity protected	System to be protected against reverse voltage
<b>1.4</b>	Short circuit prevention	System to be protected against short circuits
<b>1.5</b>	Over voltage protection	System to be protected against high voltage transients likely to be encountered in the vehicle electrical system
<b>1.6</b>	Automotive Electromagnetic Compatibility Requirements	The camera equipment should therefore be CE-marked with confirmation by the equipment manufacturer as being non-immunity related and suitable for use in motor vehicles
<b>1.7</b>	System override switch to be located in a position where it is not accessible from inside the vehicle (i.e. in the boot/engine compartment). The override switch must be illuminated when switched on.	The system is required to be active at all times that the vehicle is being used as a licenced vehicle. This will allow for the system to be deactivated during times when the vehicle is being used for domestic use). The switch that deactivates the system must be located within the vehicles boot or engine compartment (i.e. it must only be possible to deactivate the system from outside of the vehicle
<b>1.8</b>	First-in/first-out buffer recording principle	The system must automatically overwrite to create a constant cycle recording
<b>1.9</b>	Access Record	A service log must be kept and maintained by the approved installer and the local authority
<b>1.10</b>	Security, duration and auto-clearing of log files	
<b>1.11</b>	Image export formats and media	Images must be encrypted to a minimum of FIPS 140/2
<b>1.12</b>	Image protection during power disruption	Images must be preserved in the event of loss of power. Battery back-up will not be permitted
<b>1.13</b>	Unit must operate without the ignition being turned on	The Unit must have the ability to operate for at least 1our without power from the ignition. The device must be hardwired to both constant and ignition supply.

Image Recording Equipment Application Form

<b>1.14</b>	Image and audio data shall be recorded and stored in a unit separate from the camera head.	Self-contained storage cards within the camera head will not be accepted
<b>1.15</b>	GPS capability	System must have GPS capability
<b>1.16</b>	The system shall not record audio except when audio recording is activated by means of an approved trigger switch	The system should have the ability to start recording audio data by means of a trigger switch
<b>1.17</b>	The system must be capable of recording audio time synchronised to the recorded images	<p>If activated, the audio must record within the video file.</p> <p>The system should have the ability to start recording audio data by means of at least two trigger buttons.</p> <p>One trigger button must be capable of being activated by the driver and front passenger.</p> <p>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row</p>
<b>1.18</b>	The audio playback, when triggered, shall be in 'real time' and synchronised with the images that are captured	All audio files must be simply added to the video files as a voiceover, not in separate files.
<b>1.19</b>	Audio data and image data must be stored together, not in separate files, and must be protected against unauthorised access or tampering.	
<b>1.20</b>	The system must support testing of the audio function for installation and inspection purposes.	
<b>1.21</b>	Images recorded by the system shall not be displayed within the vehicle	Any monitors may only display live images as clearly visible by having a glance around as per ICO specifications, it must not display recorded images.
<b>1.22</b>	The system must have at least two trigger switches for audio activation	<p>If activated, the audio must record within the video file.</p> <p>The system should have the ability to start recording audio data by means of at least two trigger buttons.</p> <p>One trigger button must be capable of being activated by the driver.</p> <p>A separate independent trigger button must be located on each passenger row of seating within the vehicle and be capable of being activated by any passenger occupying that row.</p>
<b>1.23</b>	The system must include a visual indicator that will clearly show when audio recording is taking place. This indicator must be visible to all passengers within the vehicle.	This may take the form of an indicator LED built into the audio switch, or a remote LED that can clearly be seen by passengers.

**2.0 Storage Capacity Technical Specifications**



2.1	Minimum of 28 days i.e. (28x24 hours) of recording capacity	The camera system must be capable of recording and storing a minimum of 28 days of images of HD1 (720/288) size or better
2.2	Images must be clear in all lighting conditions	System to provide clear images in bright sunshine, shade, dark, total darkness, and when strong backlight is present without the need for additional components-
<b>3.0 Camera Head Technical Specifications</b>		
3.1	Camera installation non-obstructive	The camera and all system components shall be installed in a manner that does not interfere with the driver's vision or view of mirrors or otherwise normal operation of the vehicle.
3.2	Protected camera disconnect	The camera head shall be designed to disconnect for ease of removal and replacement by maintenance personnel
3.3	Special tools for adjustment/removal	To prevent inappropriate interference, only tools supplied to authorised fitters should be capable of carrying out adjustments or removal
3.4	Field of view to capture all passengers in the vehicle	The lens of the camera must be of a type that captures the driver and all passengers of the vehicle on the recorded image. The lens must be of a style not to create a 'fishbowl' effect
3.5	Compatible for use in vehicles with a partition (shield)	The camera system must be adaptable to provide clear images when a vehicle is equipped with a shield. This may be accomplished with the use of multiple camera heads.
3.6	Multiple cameras	The unit shall be capable of supporting up to four cameras. Four cameras may be required to provide adequate coverage in larger vehicles and/or certain purpose built vehicles.
<b>4.0 Storage Device (Recorder) –Technical Specifications</b>		
4.1	Impact and shock resistance	The recorder shall be impact resistant, sufficient to withstand a typical car accident, or striking with a large, heavy object such as a suitcase.
4.2	Controller in concealed location	The storage unit shall be concealed from view and effectively inaccessible except by authorised personnel.
4.3	Download port provision	The recorder shall be equipped with a communication port within the hard drive housing for downloading by an authorised officer.
4.4	Download port cable length – 300mm minimum	When required, any download port shall be at least one foot in length for ease of download
4.5	Recorder to be securely affixed to the vehicle	
4.6	Log register camera system parameter modifications	
4.7	Log to register each user access	
4.8	Log to register each image download session	
4.9	Log to register modification/manipulation of download images	
4.10	Log to register exporting of download images	
4.11	Log to register exporting of download images	
4.12	Log file protected against unauthorised access	
4.13	Time/date stamp	All stored images must be time and date stamped

<b>4.14</b>	Vehicle ID number stamp	All stored images must have vehicle identification (VIN & or number plate) two fields for vehicle identification (VIN & number plate)
<b>4.15</b>	Controller non-modifiable ID code stamp	Each recorded image shall be automatically stamped with a unique and non-modifiable code that identifies the controller that was used to record the image
<b>4.16</b>	Controller (Storage Recorder)	Manufacturer to supply Sheffield City Council with a supply of specialised tools to allow for the removal of the controller and download of data when required.
<b>5.0 Specifications for Video and Audio Recording Rate</b>		
<b>5.1</b>	Video image recording on system activation (when audio is not activated)	The system shall record images at a minimum rate of twenty-five images per second
<b>5.2</b>	Video image recording when audio is activated	The system shall record images at the rate of twenty-five images per second during periods when audio recording is activated (either due to time requirement, or through activation by the driver trigger switch or passenger panic button)
<b>5.3</b>	When activated, audio recording must be in real time and synchronised with the video recording	When activated, audio recording must be in real time and synchronised with the video recording
<b>5.4</b>	System to continue to record images (and audio when applicable) when engine is off	System must continue to record images (and audio when applicable) for 1 hour after engine/ignition is switched off
<b>6.0 Specification for activation via driver or passenger trigger/panic buttons</b>		
<b>6.1</b>	The activation of a trigger button when activated by driver or passenger	The system must be fitted with at least two trigger buttons that once activated will trigger the recording of audio and video
<b>7.0 Downloading Technical Specification</b>		
<b>7.1</b>	Provision of necessary software, cables, security keys to Sheffield City Council Licensing Service	
<b>7.2</b>	Windows compatible	Once downloaded and converted
<b>7.3</b>	Downloaded images stored in non-volatile media	
<b>7.4</b>	Downloaded images stored in secure format	
<b>7.5</b>	Verifiable image authenticity	Each image shall be watermarked with vehicle ID and time and date, and be tamperproof
<b>7.6</b>	Provision of technical support to Sheffield City Council Licensing Service when necessary	To assist in accessing system in case of damage to the vehicle or to the system in case of accident within a reasonable time frame
<b>7.7</b>	Wireless download prohibited	Unit must not allow for wireless downloads. Wireless diagnostic may be used.
<b>7.8</b>	Filter the specific images for events and times for the approximate time of the crime committed	
<b>8.0 Requirements in Relation to System Information</b>		
<b>8.1</b>	Provision of service log	The unit manufacturer shall have a service log. The manufacturer shall also enclose detailed instructions for the drivers with each unit shipped.
<b>8.2</b>	Serial number indication	The unit will be marked with a serial number
<b>8.3</b>	Installation date indication on service log	A certificate of installation must be provided which will indicate the installation date

<b>8.4</b>	Clarity of operating instructions	The system shall be provided with clear and concise operation instructions which are written or presented with due consideration to varying levels of literacy
<b>8.5</b>	Installation by authorised agents	The unit shall only be installed by manufacturer's authorised agents
<b>8.6</b>	Provision of authorised agents list to the Council Licensing Service	The manufacturer or supplier shall provide a list of all authorised agents to the Council Licensing Service
<b>8.7</b>	Documentation	The manufacturer must provide clear and concise operating instructions which are written or presented in layman's terms
<b>8.8</b>	Image Protection	All captured images must be protected using encryption software that meets or exceeds the current FIPS 14-2 (Level 2) standard or equivalent
<b>9.0 System Requirements in Relation to Vehicle Inspection Facility - Inspections</b>		
<b>9.1</b>	Provision of system status/health indicator	The driver shall have an indicator showing when the system is operational and when there is a malfunction. This shall include the images as shown to verify the status of each camera.
<b>9.2</b>	Mounting location of system status/health indicator to be seen.	The indicators shall be mounted in such a way so as to allow for ease of view
<b>9.3</b>	Design and or installed to be testable by Sheffield City Council Licensing Service, or persons acting on behalf of the Council, such as vehicle inspectors	The system shall be designed and installed such that the system may be easily tested by Sheffield City Council Licensing Service
<b>10. General System Requirements</b>		
<b>10.1</b>	Vandal and tamper resistance	All component Parts must be securely mounted, hard wired and small and discreet enough to remove the risk of tampering
<b>10.2</b>	Provision of statement of compliance	In addition to a formal test of all aspects of this requirement specification, a statement of compliance shall be provided and signed by an officer of the company
<b>10.3</b>	Reliability in operational and environmental conditions	The system shall provide reliable and full functionality in all operational and environmental conditions encountered in the operation of licensed vehicles
<b>10.4</b>	Programmability of image timing parameters	It shall be possible to change timing and parameters without the requirement to change components
<b>10.5</b>	Training and Technical support and Equipment	Manufacturer must provide Sheffield City Council Licensing Service with a Training and Technical Support
<b>10.6</b>	Software and Hardware	Manufacturer to supply Sheffield City Council Licensing Service with supply of cables and software to be installed under the supervision of the Council's authorised staff
<b>10.7</b>	Agreement between the camera manufacturer and Sheffield City Council	Agreement to allow Sheffield City Council access to the relevant software from the supplier so that in the event the manufacturer goes out of business, Council will be able to support the system