



## ARG Hackney Carriage CCTV Scheme Guidance

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### Overview

Utilising the Additional Restrictions Grant Funding provided by Government, Hull City Council is able to consider grant requests from Hull City Council licensed Hackney Carriages, towards the supply and installation costs of CCTV within vehicles.

### Grant Support

Grants of up to £500 (inclusive of VAT where VAT is not recoverable) will be available towards the supply and installation costs of approved CCTV systems into your Hull licensed Hackney Carriage.

Please note, the scheme is currently restricted to Hull licensed Hackney Carriage vehicles only. However, the scheme will be reviewed after an initial period of operation and subject to demand and the availability of funding, consideration will be given to widening eligibility to include Hull licensed Private Hire vehicles. Any such decision will be widely conveyed, including on the Council website.

### Minimum CCTV specification

A digital CCTV system and any ancillary equipment must be capable of meeting the current Information Commissioner data protection requirements:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

and meeting the minimum CCTV specification below so that it may be operated in such a way to accurately record and preserve valuable evidence where it is intended to be used by, or provided to, Hull City Council Licensing or Humberside Police.

Four main areas must be considered:

#### Storage

Recordings should be capable of date and time identification stamping, retained in a secure environment and have sufficient storage capacity for at least 31 days good quality pictures.

#### Quality

Images to be recorded should be fit for purpose, for instance to record persons faces and relevant movements within the vehicle, without having to reduce the resolution to fit the available storage capacity of the system.

The system clock should be set correctly and maintained at all times (taking into account GMT and BST).

### Export

The system operator should have an appropriate understanding of how to extract and export recordings to an appropriate storage-medium, with time and date integral to the relevant images and be in the same quality they were stored on the system.

The system should ideally be one that supports open integration standards and protocols, such as ONVIF, OPC, MODBUS and SNMP.

### Playback

Any associated playback software should be capable of replaying files immediately, once exported. The times and date associated with each picture should be legible.

## **Operating responsibilities/data protection compliance**

Operators must comply with the Information Commissioner's Office Data Protection code of practice for surveillance cameras and personal information

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

## **ICO Registration as Data Controller.**

The ICO defines a 'data controller' as the individual or organisation which has ultimate responsibility for how personal data is collected and processed.

**For the purpose of the installation and operation of in-vehicle CCTV, the data controller is the vehicle licence holder. The licence holder must be registered with the Information Commissioner's Office and be able to evidence continuous registration throughout the lifetime of the licence.**

## **Signage and Advising of CCTV.**

Any vehicle fitted with CCTV must display clearly visible and readable signage informing passengers that such a system is fitted. This signage must be displayed so as to minimise obstruction but must be visible before and after entering the vehicle.

The signage must contain:

- The purpose for using the surveillance system, "in the interests of public safety, crime detection and crime prevention".
- The name and contact number of the Data Controller, which should be the vehicle licence holder. **Hull City Council is not the Data Controller.**
- The Data Controller's ICO Registration Number.

The driver should verbally advise that CCTV is in operation where necessary e.g. where people may have visual impairments and/or hearing difficulties.

### **How to apply**

Complete the online application form.

Attach a detailed quotation for the proposed CCTV system and a copy of your latest bank statement.

### **If successful, how do I claim the grant?**

We will make payment once all relevant evidence/information has been supplied and all pre-payment checks have been completed.

You will be advised of the outcome of the grant application via email.

All decisions are final.

Grants will be paid into the nominated business bank account.

### **Exclusions - Ineligible activity/sectors**

- Hackney Carriages not registered with Hull City Council
- Private hire vehicles

### **Managing the risk of fraud**

Government will not accept deliberate manipulation and fraud and any business caught falsifying their records to gain grant money will face prosecution and any issued funding will be subject to claw back, as may grants paid in error.

### **Grants and tax implications**

Grant income received by a business is taxable. This grant will need to be included as income in the tax return of the business.

Only businesses which make an overall profit once grant income is included will be subject to tax.

### **Data Protection/sharing data**

We are required by Government to collect information from businesses receiving grant payments and will be required to account for how the funding has been allocated. Grant recipients may be contacted for research or audit purposes, and data will be shared with Government departments including BEIS and HMRC.

If you would like to discuss the scheme with an advisor, please contact:  
[business.support@hullcc.gov.uk](mailto:business.support@hullcc.gov.uk)