

BRITISH STANDARD

Code of practice for digital CCTV recording systems for the purpose of image export to be used as evidence

ICS 13.310



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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 10, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI and came into effect on 30 November 2007. It was prepared by Subcommittee GW/1/10, *Closed circuit television (CCTV)*, under the authority of Technical Committee GW/1, *Electronic security systems*. A list of organizations represented on this committee can be obtained on request to its secretary.

Use of this document

As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this British Standard is expected to be able to justify any course of action that deviates from its recommendations.

Presentational conventions

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word “should” is used to express recommendations of this standard. The word “may” is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word “can” is used to express possibility, e.g. a consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.

Introduction

The demand for this British Standard is based on the change in technology away from the video cassette recorder (VCR) medium. In many cases this has been replaced by digital CCTV recording system (DCRS) technology with the result that specifiers and end users require guidance.

The rapid change towards DCRS technology is based on improved reliability, ease of use, ability to search for specific recorded data quickly, no need for daily attention, in particular, relating to the constant requirement to change video tapes and the retention thereof. This British Standard does not attempt to establish a preference for the digital recording medium to be adopted but does recommend the areas that should be considered when adopting DCRS technology.

The handling of evidential digital images within the Criminal Justice System is covered by the Digital Imaging Procedure [1], which states that digital recording technology provides no original that could be produced in evidence. All that is available for use as evidence is a copy of the first, probably temporary, recording in memory, and this will be admissible as evidence.

Its weight and admissibility as evidence can be influenced by:

- a) Whether the image's audit trail from the digital recording device to the court is robust.
- b) Whether the integrity of the image can be proven.

It is at the court's discretion whether the evidence is deemed admissible.

NOTE 1 Attention is drawn to the requirements of the Data Protection Act 1998 (DPA) [2].

NOTE 2 For further information refer to the CCTV Code of Practice published by the Information Commissioner's Office [3].

1 Scope

This British Standard gives recommendations for the specification, selection, installation and operation of digital CCTV recording systems (DCRS), for the purpose of generating CCTV images to be used as evidence in a court of law.

This document is aimed at assisting specifiers, installers, users, insurance companies, police authorities and purchasing organizations. Particular emphasis is placed on the following key areas.

- a) Fitness for purpose of recorded images.
- b) Audit trail.
- c) Image integrity.
- d) Time and date integrity.
- e) Storage.
- f) Export of images.
- g) Replay of exported images.