

WARRINGTON Borough Council



Warrington Borough Council CCTV Framework Technical Specification

1. The Mobile Digital Video Recorder (MDVR) must record and store video in an encrypted format which is only accessible to WBC Taxi licensing team members. Encryption should be to a recognised standard. All file data must remain encrypted until is imported into the dedicated licensing team CCTV PC.
2. The use of non-standard recording formats is not an acceptable substitute for encryption.
3. Ports on the MDVR which can be used to make recordings (IE. the ports used to plug screens in to check camera positioning and MDVR functionality) must be secured so that drivers, operators and proprietors cannot use them to make their own recordings. MDVRs may have to be mounted in tamper-proof cases to ensure this (with keys to be held by fitters and the WBC licensing team only).
4. The MDVR must log all events and attempts to access it. This log must not be able to be deleted or altered by anyone other than the licensing team.
5. Time and date stamping on video recordings must include some kind of identification e.g. the car's registration number or driver licence number. Time and date must be calibrated during installation and checked during maintenance. This stamping must export with the video images when files are exported to DVD.
6. SD cards must be secured in the MDVR unit to prevent tampering.
7. Ideally, the MDVR will record to 2 memory cards simultaneously to give redundancy
8. All supplied viewing software has to go through WBC's Software Approval Board for awareness. Software updates need to be supplied in a physical format (DVD, CD-R, USB flash drive etc.) by the supplier.
9. Reformatting of SD cards may only be undertaken by the licensing team or by the fitters of the system. Any reformatting must not compromise the data retention period specified elsewhere in the framework.
10. The supplied software must be able to decrypt the audio and video files from the SD card, allow a time based selection to be made, and either write the output directly to a DVD recorder or create files suitable for burning to a DVD. The created DVD or files must be in standard DVD Video format, suitable for playing on a PAL format region 2 player.

Data Transfer Processes

1. In the event of an incident which requires the licensing team to view video, the taxi or private hire vehicle must be brought to NTH for the licensing team to remove the relevant SD cards and replace and re-seal new cards into the MDVR. Taxi or private hire vehicle drivers must give the time and date of the

incident to the licensing team so that the relevant video can be searched for on the SD card.

2. Removed SD cards need to be stored securely and in line with WBC data retention policy
3. If SD cards are used as a recording medium, the cards in the MDVR must be labelled with the taxi licence number / car registration etc. so that they are identifiable when they have been removed from the car.
4. Keys to physically lock SD card slots, MDVR front panels, external cases etc. must be formally managed to minimise risk of key transfer to the driver or operator of the taxi or private hire vehicle.