

DDC POLICY

**DOVER DISTRICT COUNCIL  
AERIAL CAMERA USEAGE**



## INTRODUCTION

Dover District council purchased an Aerial Camera System to be available for use by all Directorates for aerial survey purposes. On completion of the CAA Training and the publication of this policy document they will be available for service.

### 1. POLICY STATEMENT

- 1.1 Dover District Council has one Aerial Camera System available for use by all Directorates for photography, videography and aerial survey purposes.
- 1.2 The systems are known as Remotely Piloted Air Systems (RPAS) (there are a number of names for these systems including Unmanned Aerial Vehicles (UAV) and Drones). The Council system currently consists of the DJI Phantom 4 with associated software and is referred to as 'the RPAS' in this policy.
- 1.3 The RPAS will be insured for use through the Councils Insurers, and this certificate will be available on demand.
- 1.4 The RPAS will be authorised for use under the Civil Aviation Authority (CAA) Permission for Commercial Operation (PFCO) and only by persons trained as detailed in para 1.5 below.
- 1.5 The Accountable Manager is responsible for the storage, use and maintenance of the RPAS. It is the responsibility of the Accountable Manager to ensure that the training of operators and the operation of the systems are in accordance with current legislation and Industry guidelines as at para 1.4. A record of the training, CAA authorisation and maintenance of the equipment shall be kept by the Accountable Manager.
- 1.6 It is the responsibility of the Directorate end user of the imaging gathered to ensure that the imaging is properly and lawfully used and not used for anything other than official DDC purposes. The Data Protection Act 1998 (DPA), the Human Rights Act 1998 (HRA) and the General Data Protection Regulation 2018 (GDPR) are all applicable to the use of the RPAS's.
- 1.7 Any use that may come within the scope of the Regulation of Investigatory Powers Act 2000 (RIPA) must be discussed prior to the flight with the Councils RIPA Officer, and if required the necessary authorisation **must** be obtained in writing **before** the flight takes place.
- 1.8 The Accountable Manager will control use of the RPAS. It is anticipated that most tasking's will be scheduled in advance but no notice tasks will occur, for example with Planning Enforcement or Land Drainage. These will be actioned as *soon as reasonably practicable within 24 hours of the request*, and will be retrospectively tasked on the booking system.
- 1.9 Should a dispute arise over the priority of a use this will be resolved at the lowest level where possible.
- 1.10 The tasking will include the time, place, estimate duration, and reason for the task. There must also be a justification for the tasking under the relevant legislation. The Accountable Manager will authorise each task. In the event that more information is required the request will be returned to the originator. In the event of disputes over the justification and legality of a task this shall be referred to the Legal Section for

guidance and decision if necessary. The Legal Section shall maintain a record of these decisions.

- 1.11 The Accountable Manager will keep a register of all use of each RPAS with the information included in para 1.10.

## **POLICY BACKGROUND**

- 1.12 The policy has been developed in light of the HRA, RIPA and the DPA. The policy also follows the guidelines under the CAA regulations and PFCO.
- 1.13 This policy may be amended or revised at any time. Users will be notified of policy changes via email on a periodic basis, in addition to continuous posting on the Councils intranet. Fundamental changes to the policy will require a full reissue of the policy.

## **2. WHY USERS AND MANAGERS MUST FOLLOW THIS POLICY**

- 2.1 RPAS's are a growing part of modern life and their use has not been without controversy. So as to avoid reputational damage to the Council by their misuse and misuse of the images gathered this policy is designed to ensure that a chain of evidence and governance is in place for all uses of the system which can be internally and independently audited should the need arise.
- 2.2 This policy lays out the priorities for use and the mechanisms for resolving disputes over priority allocation issues.

## **3. USER ROLES AND RESPONSIBILITIES**

- 4.1 These are laid out as para 1.5 to 1.11 above.

## **4. FURTHER INFORMATION**

- 5.1 is available from Clare Limbrey (Design, Print & Postal Services Manager) or Michael Gosling (Video Production Officer)

## **5. APPENDIX 1 DOCUMENT HISTORY**

<b>Revision Date</b>	<b>Revised by</b>	<b>Authorised by</b>	<b>Details of change(s)</b>