

BURWELL PARISH COUNCIL

1. Speed Indicator Devices Deployment Policy

Burwell Parish Council has signed a Memorandum of Undertaking with Cambridgeshire County Council for the use of a Speed Indicator Device (SID)

In accordance with the Memorandum of Undertaking (MOU) the Parish Council:

1. Has received consent for the design, specification and installation of the sign from the Director for Economy, Transport and Environment, as delegated to The Highways Projects Team Cambridgeshire County Council.
2. Shall ensure that the sign is installed and maintained at locations within the parish of Burwell in accordance with the MOU.
3. Shall ensure that any works specified by the Highways Authority to ensure the installation of any sign in the highway does not prejudice the fabric of the highway or the County Council's duty to maintain the highway.
4. Shall maintain the sign and shall, if necessary, repair or replace any sign in accordance with the MOU.
5. Shall arrange the removal of the sign from the highway if required to do so in writing by the Highways Authority either immediately, or within such a time as agreed with the Authority.
6. Shall indemnify the County Council against any loss or damage arising out of a negligent act or omission of/by the Council or its agents acting under its direction, in relation to the installation, operation and/or removal of devices. Such indemnity will be limited to the lesser of £10 million or the amount payable by the Council's insurers in respect of any such claim.
7. Shall have suitable insurance including public liability cover, to cover the use of the sign as in Item 6.
8. Shall ensure that when the sign is installed or moved, a safe system of work is followed. A minimum of two persons wearing high visibility clothing must be present. A freestanding step ladder or platform must be used to attach or remove the signs. In no event should a ladder be placed against the lamp post or post to which the sign is being fixed or removed;

The Council shall ensure that the signs will be in one location for no more than 4 weeks at a time. Regular inspection is required to ensure that the sign remains operational. The battery will be changed and charged according to the manufactures' guidelines.

Signs must be placed to minimise the need for working at height, but with a minimum height clearance of 2.3m over a pavement/footway.

2. Speed Indicator Devices Working Practice Policy Safe System of Work

At all times when installing or moving the Speed Indicator Device (SID), Council members, employees or volunteers will adhere to the Burwell Parish Council Health and Safety Policy (reviewed 2014).

In addition all Council members, employees and volunteers must:

- Ensure that a minimum of two persons are present at all times when the signs are installed or moved;
- Wear high visibility clothing at all times;
- Only handle signs under the maximum weight of 40kg;
Have an up to date Working at Heights certificate and must use a step ladder or platform;
- Carry out a risk assessment for each planned location;
- Not place ladders against the support post when installing or removing the SID.
- Place warning signs hazard or public awareness whilst the SID is installed or removed;
- When changing battery or relocating the SID, check and record that the sign is working correctly and remains securely attached.

3. Speed Indicator Devices Data Acquisition Policy and Statement

Burwell Parish Council is the Data Controller and Processor for the Speed Indicator Devices (SID) data acquisition. Burwell Parish Council is registered with the Independent Commissioners' Office as a Data Controller Registration No. ZA166635. All data will be acquired and process with adherence to the General Data Protection Regulation of 2018.

Why and how is data acquired

The Speed Indicator Device records the number of vehicles passing the sign and the speed which it is travelling.

The Speed Indicator Device has been installed for the purpose of speed reduction through the village of Burwell by alerting traffic when they are travelling in excess of the 30 mile speed limit.

Data is collected from vehicles travelling in both directions.

How is data processed

The data is downloaded from the sign by the means of a hand held, password encrypted device and then transferred to a password encrypted computer for analysis.

Burwell Parish Council will use the data to support requests for further speed and volume of traffic matters within the village. This includes providing data to the Police and Cambridgeshire County Council acting as the Highways and Traffic Authority for the area within which Burwell is located.

Disposal of the data

Data from all signs and devices will be removed within 28 days unless the information is being used in conjunction with the Police or Cambridgeshire County Council acting as the Highways and Traffic Authority for the area within which Burwell is located.

Under the General Data Protection Regulation of 2018 members of the public have the right to:

- receive a copy of their data that is being held by Burwell Parish Council
- challenge the data and ask for it to be corrected if necessary
- request the data to be deleted
- limit how the data can be used
- raise a concern with regards to the data

This document was approved by Burwell Parish Council on 13th November 2018
To be reviewed as required but at least every three years.

Signed (Parish Clerk) On behalf of Burwell Parish Council