



**SURVEILLANCE CAMERA
COMMISSIONER**

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Information Commissioner's Office

Data protection impact assessments
template for carrying out a data
protection impact assessment on
surveillance camera systems



Project name: Audley Parish CCTV

Data controller(s): Audley Rural Parish Council

This DPIA template should be completed with reference to the guidance provided by the Surveillance Camera Commissioner and the ICO. It will help you to identify whether the use of surveillance cameras is appropriate for the problem you wish to address, assess the risks attached to your project and form a record of your decision making.

1. Identify why your deployment of surveillance cameras requires a DPIA¹:

- | | |
|---|--|
| <input type="checkbox"/> Systematic & extensive profiling | <input type="checkbox"/> Large scale use of sensitive data |
| <input checked="" type="checkbox"/> Public monitoring | <input type="checkbox"/> Innovative technology |
| <input type="checkbox"/> Denial of service | <input type="checkbox"/> Biometrics |
| <input type="checkbox"/> Data matching | <input type="checkbox"/> Invisible processing |
| <input type="checkbox"/> Tracking | <input type="checkbox"/> Targeting children / vulnerable adults |
| <input type="checkbox"/> Risk of harm | <input checked="" type="checkbox"/> Special category / criminal offence data |
| <input type="checkbox"/> Automated decision-making | <input type="checkbox"/> Other (please specify) |

For the prevention and detection of crime.

2. What are the timescales and status of your surveillance camera deployment? Is this a proposal for a new deployment, or the expansion of an existing surveillance camera system? Which data protection regime will you be processing under (i.e. DPA 2018 or the GDPR)?

Expansion of existing surveillance camera system. Data Protection Act 2018

Describe the processing

3. Where do you need to use a surveillance camera system and what are you trying to achieve?

Set out the **context** and **purposes** of the proposed surveillance cameras or the reasons for expanding an existing system. Provide evidence, where possible, including for example: crime statistics over an appropriate time period; housing and community issues, etc.

The parish is regularly suffers from large amounts of ASB and criminal damage, including arson within targeted areas such as Leddys Field, off Hall Street, Audley and the play areas. Leddys Field is a public open space which provides 24/7/365 access to a local wildlife area- owned by Audley Rural Parish Council. The 8 play areas are also open 24/7/365. In particular the allotments attached to the play areas have suffered large amounts of criminal damage over the past few years. There have been reports of drug activity and other ASB (smashing glass bottles) in several play areas including Alsager Road, Audley and Bignall End Road, Bignall End, Albert Street Bignall End.

In order to assist the police at their request – we have agreed to install additional 7 cameras (4 on one post by the shops and 3 on the post by the library) in the village centre of Audley around the hotspot

¹ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/when-do-we-need-to-do-a-dpia/>

areas as identified by the Police. These include the area in front of the Co-op shops in Audley and also by the Library – both on Church Street Audley. These will be installed May 2020.

What the benefits will be to the organisation, to individuals and to other parties:

In order to provide a safe and secure environment for the benefit of those who might visit, work or live in the area – to reduce the numbers of ASB and other criminal activity taking place and reduce the fear of crime. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

Although crimes are reported to the police, there are also a large number which go unreported which therefore does not allow the police to follow up and take action. CCTV images will allow action to be taken, without the need to rely on residents.

The need for a PIA was identified due to following:

It will involve the collection of new information about individuals through visual images. The information will be disclosed to the police in accordance with the law and criminal investigations.

Potentially the information can lead to a prosecution or other action by the Police which have a significant impact on individuals.

There may be privacy concerns as a result information about individuals led to the obtaining of criminal records and other information that people would consider to be private – but only by the Police in relation to criminal investigations.

The current locations include:

- 1) Alsager Road Play area
- 2) Albert Street Play area
- 3) Bignall End Road Play area
- 4) Hall Street entrance to Leddys Field wildlife area
- 5) New Road entrances to Leddys Field wildlife area
- 5) Halmer End Play area
- 6) and 7) Church Street (2 locations by Co op shop/Margarets Garden and library)

4. Whose personal data will you be processing, and over what area? Set out the **nature** and **scope** of the personal data you will be processing. Who are the data subjects, and what kind of information will you be collecting about them? Do they include children or vulnerable groups, and what is the scale and duration of the processing?

All groups will be processed including children and vulnerable groups. Images will be recorded onto the stand alone system over a 31 day rolling period before it is deleted.

5. Who will be making decisions about the uses of the system and which other parties are likely to be involved? Will you be the sole user of the data being processed or will you be sharing it with other organisations or agencies? Record any other parties you would disclose the data to, for what purposes, and any relevant data sharing agreements. Note that if you are processing for more than one purpose you may need to conduct separate DPIAs.

Audley Rural Parish Council, Staffordshire Police, Staffordshire County Council and Newcastle under Lyme Borough Council and CCTV Contractor who will download footage only (but not view it) and pass to the police.

6. How is information collected? (tick multiple options if necessary)

- | | |
|---|---|
| <input type="checkbox"/> Fixed CCTV (networked) | <input type="checkbox"/> Body Worn Video |
| <input type="checkbox"/> ANPR | <input type="checkbox"/> Unmanned aerial systems (drones) |
| <input checked="" type="checkbox"/> Stand-alone cameras | <input type="checkbox"/> Redeployable CCTV |
| <input type="checkbox"/> Other (please specify) | |

One camera has remote access - which is access via the Parish Clerk's work PC located at her home address (which is passworded).

7. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram. Indicate whether it will include audio data; the form of transmission; the presence of live monitoring or use of watchlists; whether data will be recorded; whether any integrated surveillance technologies such as automatic facial recognition are used; if there is auto deletion after the retention period. You may have additional points to add that affect the assessment.

All CCTV recordings are retained for a minimum period of 31 days. If no legitimate request for retention of the recording has been made, it is then erased or overwritten automatically. All requests for retention of recordings are considered against the provision of the Data Protection Act and the CCTV Code of Practice. Data is stored within secure password controlled router boxes and can only be accessed by authorised individuals.

Recorded data will only be used for the purposes defined in the Code of Practice.

Access to recorded data shall only take place in the circumstances defined in the Code of Practice and the provisions of relevant legislation.

Recorded data will not be sold or used for commercial purposes or the provision of entertainment. Data will only be used for the purposes of prevention and detection of crime and public safety, and where there is a lawful basis / legitimate interest for sharing. All data released shall remain the property of Audley Rural Parish Council.

8. Does the system's technology enable recording?

- Yes No

If recording is enabled, state where it is undertaken (no need to stipulate address, just Local Authority CCTV Control room or on-site will suffice for stand-alone camera or BWV), and whether it also enables audio recording.

Stand alone recording on each camera.

9. If data is being disclosed, how will this be done?

- Only by on-site visiting
 Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)
 Off-site from remote server
 Other (please specify)

Downloaded footage will be passed to the Police from the Parish Council or contractor.

10. How is the information used? (tick multiple options if necessary)

- Monitored in real time to detect and respond to unlawful activities
 Monitored in real time to track suspicious persons/activity
 Compared with reference data of persons of interest through processing of biometric data, such as facial recognition.
 Compared with reference data for vehicles of interest through Automatic Number Plate Recognition software
 Linked to sensor technology
 Used to search for vulnerable persons
 Used to search for wanted persons
 Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies
 Recorded data disclosed to authorised agencies to provide intelligence
 Other (please specify)



Consultation

11. Record the stakeholders and data subjects you have consulted about the deployment, together with the outcomes of your engagement.

Stakeholder consulted	Consultation method	Views raised	Measures taken
Residents of Church Street - near to cameras and businesses (27)	Letter 4 th April 2019	None	None
Businesses (27) of Church Street - near to cameras	Letter 18 th February 2019 (seeking opinions and requesting contribution)	One in support - Carmen's Nail & Beauty Salon	Noted
Residents Albert Street	Letter 4 th February 2019 and site meeting - 11 th February 2019	Siting of pole - too central and in view	Following concerns the post was relocated to an agreed area behind the neighbouring property out of sight of the main road. All residents were happy
Parish as a whole, with specific invites to residents and businesses of Church Street	Public Meeting held 12 th April 2019	No attendance	None
Hall Street	Door knock - August 2017 for immediate properties	None	None

Monthly Parish Council meetings	Meetings	None as yet from the public	Review and update every month

Consider necessity and proportionality

12. What is your lawful basis for using the surveillance camera system? Explain the rationale for your chosen lawful basis under the relevant data protection legislation. Consider whether you will be processing special categories of data.

The cameras are in place for the prevention and detection of crime. The processing is necessary for the administration of justice

13. How will you inform people that they are under surveillance and ensure that they are provided with relevant information? State what privacy notices will be made available and your approach to making more detailed information available. Consider whether data subjects would reasonably expect to be under surveillance in this context.

Signage under each camera. Privacy notices and Data Protection Policy are available on the Parish Council's website. The Parish Council is also on the ICO register - renewed annually.

The project may interfere with the right to privacy at home/work however the CCTV will not be intentionally pointed towards homes, although images may pick up homes from a distance.

There is a legitimate reason for the potential interference with a qualified right in order to restore public safety and the prevention of crime..

14. How will you ensure that the surveillance is limited to its lawful purposes and the minimum data that is necessary for those purposes? Explain the adequacy and relevance of the data you will be processing and how it is limited to the purposes for which the surveillance camera system will be deployed. How will you know if it is delivering the benefits it has been deployed for?

The data is only used upon request from the police for the purposes of investigating a crime. The Parish Clerk receives all requests and with the contractor obtains the data which is passed directly to the police. The police provide feedback on areas of concern at monthly meetings.

15. How long is data stored? (please state and explain the retention period)

31 days then deleted

16. Retention Procedure

- Data automatically deleted after retention period
- System operator required to initiate deletion
- Under certain circumstances authorised persons may override the retention period, e.g. retained for prosecution agency (please explain your procedure)

Downloaded data is passed to the police (if requested) for them to manage in accordance with their procedures.

17. How will you ensure the security and integrity of the data? How is the data processed in a manner that ensures appropriate security, protection against unauthorised or unlawful processing and against accidental loss, destruction or damage? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

There are no international transfers. The information is transferred to the police using a data stick (encrypted) or via email to a secure police email account.

18. How will you respond to any subject access requests, the exercise of any other rights of data subjects, complaints or requests for information? Explain how you will provide for relevant data subject rights conferred under the legislation. You must have procedures in place to respond to requests for camera footage in which a subject appears, and to respond to any other request to meet data protection rights and obligations.

A subject access request form will be completed in accordance with the CCTV policy and in accordance with the Council's published complaints policy. The Parish Council has a process which will be followed, to provide relevant requested data be produced accordingly. As previously pointed out in the impact assessment document, the availability of data is time related, so there is a bearing of the timescale of a possible subject request, on the forward availability of associated data. However as the data is collected for the purposes of prevention and detection of crime, advice will be sought from the DPO at the time with regards to disclosure.

19. What other less intrusive solutions have been considered? You need to consider other options prior to any decision to use surveillance camera systems. For example, could better lighting or improved physical security measures adequately mitigate the risk? Does the camera operation need to be continuous? Where you have considered alternative approaches, provide your reasons for not relying on them and opting to use surveillance cameras as specified.

Distraction measures for youths such as pump/BMX track, play equipment, youth shelters. Target hardening areas, opening up closed in areas which provide hiding places.

20. Is there a written policy specifying the following? (tick multiple boxes if applicable)

- The agencies that are granted access
- How information is disclosed
- How information is handled

Are these procedures made public? Yes No

Are there auditing mechanisms? Yes No

If so, please specify what is audited and how often (e.g. disclosure, production, accessed, handled, received, stored information)

Policies are reviewed annually, CCTV is a standing item on the monthly agendas. Requests for data will be audited by the DPO at Staffs County Council.

Identify the risks

Identify and evaluate the inherent risks to the rights and freedoms of individuals relating to this surveillance camera system. Consider, for example, how long will recordings be retained? Will they be shared? What are the expectations of those under surveillance and impact on their behaviour, level of intrusion into their lives, effects on privacy if safeguards are not effective? Could it interfere with other human rights and freedoms such as those of conscience and religion, expression or association. Is there a risk of function creep? Assess both the likelihood and the severity of any impact on individuals.

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
View of front of residences and also members of public accessing area	Remote, possible or probable Possible	Minimal, significant or severe Minimal	Low, medium or high Low
Original purpose for monitoring is no longer valid	Probable	Minimal	Low
Viewing footage or Photo Print out by unauthorised third party	Remote	Minimal	Low
Viewing footage or Photo Print out upon request of public	Remote	Minimal	Low

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
Inaccurate images – leads to incorrect investigation	Remote, possible or probable Possible	Minimal, significant or severe Significant	Low, medium or high Medium
Data retained longer than required legally (over 31 days)	Probable	Minimal	Low

Address the risks

Explain how the effects of privacy enhancing techniques and other features mitigate the risks you have identified. For example, have you considered earlier deletion of data or data minimisation processes, has consideration been given to the use of technical measures to limit the acquisition of images, such as privacy masking on cameras that overlook residential properties? What security features, safeguards and training will be in place to reduce any risks to data subjects. Make an assessment of residual levels of risk.

Note that APPENDIX ONE allows you to record mitigations and safeguards particular to specific camera locations and functionality.

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk			
Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
Adjust position of cameras and privacy masking	Eliminated reduced accepted Reduced	Low medium high Low	Yes/no Yes
Review purpose every 4 weeks on Parish Council agenda and Chair to be in regular contact with the Police through update meetings	Reduced	Low	Yes
Authorised access only following incident permitted in accordance with the CCTV Code of Practice and the provision of the Data Protection Act 2018	Reduced	Low	Yes

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
In every case, a written application in an approved format must be submitted to the Parish Clerk in accordance with the Subject Access Request	Eliminated reduced accepted Reduced	Low medium high Low	Yes/no Yes
Police to ensure validity of evidence and accuracy of data/image for purposes of crime prevention	Accepted	Low	Yes
Ensure technology is adequate and working- include on a monthly maintenance contract with a full written report considered at each Parish Council meeting	Reduced	Low	Yes

Authorisation

If you have not been able to mitigate the risk then you will need to submit the DPIA to the ICO for prior consultation. [Further information](#) is on the ICO website.

Item	Name/date	Notes
Measures approved by:	Audley Rural Parish Council - 18 th June 2020??	Integrate actions back into project plan, with date and responsibility for completion.
Residual risks approved by:	Audley Rural Parish Council - 18 th June 2020??	If you identify a high risk that you cannot mitigate adequately, you must consult the ICO before starting to capture and process images.
DPO advice provided by:	Nikki Proctor Staffordshire County Council DPO	DPO should advise on compliance and whether processing can proceed.

Summary of DPO advice The DPIA is fine. Advice and guidance provided regarding requests for footage and the use of the CCTV installer to download footage. An agreement needs to be in place with the Contractor to set out what they can and cannot do – this would then make them your data processor. I would suggest if you decide to go down this route, that police requests are submitted to you and they should contain reason for request (i.e. ASB, Criminal damage etc), date and approximate time of offence. You vet the request and if happy, pass it onto your installer. They then pass the footage back to you for you to supply to the police.

The installer should not be looking at any recordings at all, unless they have a request submitted by you.

You can refuse depending on the reason.

Requests for footage would need to include:

- a specific date and time
- proof of their identity
- a description of themselves

Judgements about disclosure should be made by the organisation operating the CCTV system. They have discretion to refuse any request of information unless there is an overriding legal obligation such as a court order or information access rights

DPO advice accepted or overruled by: (specify role/title)		If overruled, you must explain your reasons.
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons.
Comments:		
This DPIA will be kept under review by: DPO, Audey Rural Parish Council Chair and Clerk - with annual reviews		The DPO should also review ongoing compliance with DPIA.

APPENDIX ONE

This template will help you to record the location and scope of your surveillance camera system and the steps you've taken to mitigate risks particular to each location.

Location: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. Examples are provided below.

Location type	Camera types used	Amount	Recording type	Monitoring	Assessment of use of equipment (mitigations or justifications)
Village Centre - Church Street Co Op and Library	2 sites (4 and 3) leased - stand alone systems	7	24hrs/31 days	Nil	The privacy level expectation in a village centre is very low; both sites have appropriate signage for CCTV its use and purpose with contact details.
Leddys Field - New Road entrance	Stand alone	2 cameras on one pole	24 hours/31 days	Nil	High level asb historical problems
Leddys Field - Hall Street entrance (residential)	Stand alone	2		Nil	High level asb historical problems. Cameras are installed here to respond to high crime trends, deal with the fear of crime and fires on the wildlife area
Albert Street Play areas	Stand alone-with remote access	3 cameras on one pole	24 hours/31 days	Nil - although remote access is available to the Clerk	Historical ASB and fires on the play area at the rear
Alsager Road play area	Stand alone	2	24hrs (calendar month)	Nil	High level ASB historical problems
Bignall End Play area	Stand alone	2	24hrs/31 days	Nil	High level ASB historical problems

APPENDIX TWO: STEPS IN CARRYING OUT A DPIA



APPENDIX THREE: DATA PROTECTION RISK ASSESSMENT MATRIX

Use this risk matrix to determine your score. This will highlight the risk factors associated with each site or functionality.

Matrix Example:

	Camera Types (low number low impact – High number, High Impact)									
	→									
Location										
Types										
A (low impact)										
Z (high impact)										

NOTES

Installation dates

11th October 2017 Hall Street/New Road Leddys - note Hall Street upgraded 29th May 2020 and leased - to include road as well as entrance (on request of police)

8th March 2018 Alsager Road

October 2018 Bignall End Road

April 2019 Albert Street

29 May 2020 – Church Street Audley x 2 leased

To be monitored as part of the monthly maintenance contract commenced 1st June 2020

