DATA PROTECTION IMPACT ASSESSMENT for CCTV [Name of Town Council]

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**\*\*\*Using this Template\*\*\***

**Considerations**

This template is for Town Councils completing a Data Protection Impact Assessment (DPIA) for CCTV. A DPIA will assist in assessing and mitigating any privacy issues linked to the use of a surveillance system.

The guidance ‘Data Protection Impact Assessment for CCTV - Carrying Out A Data Protection Impact Assessment On Surveillance Camera Systems’ should be read before completing the template.

A DPIA CCTV should be completed when:

* CCTV is being considered.
* New technology or functionality is being added on to an existing system
* There are plans to process more sensitive data
* Images will be captured from a different location

The following are key considerations when developing your DPIA:

* Do you have a lawful basis for any surveillance activity?
* Is the surveillance activity necessary to address a pressing need, such as public safety or the prevention, investigation, detection or prosecution of criminal offences?
* Is surveillance proportionate to the problem that it is designed to mitigate?
* The governance and accountability arrangements for any surveillance camera system and the data it processes musts also be considered.

If the answer to any of the first three questions is ‘**no**’, then use of surveillance cameras in your Council is not appropriate.

You may have to consult your IT Department or CCTV provider, as well as your DPO, while completing this DPIA. Where risk identified cannot be mitigated you may have to contact the ICO. Risks should be recorded in your Council’s risk register.

A DPIA is not a one-off exercise. Your DPIA CCTV should be reviewed at least annually and updated either when you are considering a technical refresh/upgrade or when you are considering introducing new technology or functionality to your CCTV system. Details of that annual review should be recorded in the Authorisation section of this template.

**Instructions**

***Please read the guidance before attempting to complete the DPIA.***

Where you see square brackets ‘[ ]’ your approach regarding this point needs to be considered before making any changes.

* Importantly, answer all questions
* You may have to speak with the IT department, if in-house, or your contractor, to identify the technical aspects of the proposed CCTV/modifications.
* If you are unsure of the questions being asked contact One West for advice.
* When all points have been considered you should discuss the DPIA, and any risks identified with the DPO and then the elected representatives..
* Once all changes have been made, delete the square brackets and their contents.

Where you see highlighted text replace with the appropriate/preferred name and details.

Finally, *delete* this text box and save the file to your set of data protection related documents. *Note the importance of recording the completion of this DPIA in your Council’s document control system*.

# Data Protection Impact Assessment - CCTV

Guidance covering completion of DPIA for CCTV provided by One West may help completing this DPIA. The DPIA 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.

## Details of Assessment

### Council name:

### Data controller(s):

### Date DPIA completed:

**DPIA Control Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Summary of changes** | **Author** |
|  |  |  |  |
|  |  |  |  |
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###

### Reason for DPIA

### 1. Identify why your deployment of surveillance cameras requires a DPIA

 [ ]  Systematic & extensive profiling [ ]  Large scale use of sensitive data

 [ ]  Public monitoring [ ]  Innovative technology

 [ ]  Denial of service [ ]  Biometrics

 [ ]  Data matching [ ]  Invisible processing

 [ ]  Tracking [ ]  Targeting children / vulnerable adults

 [ ]  Risk of harm [ ]  Special category / criminal offence data

 [ ]  Automated decision-making [ ]  Other (please specify)

|  |
| --- |
| For the prevention and detection of crime and anti-social behaviour and protection of property at various locations in TOWN. The system also promotes community safety. CCTV helps protect Town Council assets; increases personal safety and helps reduce the fear of crime; it supports the Police in a bid to deter and detect crime; and it assists the Police in identifying, apprehending and prosecuting offenders. Police provide the Town Council with monthly reports on crimes recorded in TOWN. |

### 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)?

|  |
| --- |
| [TOWN/COUNTY: This is a retrospective assessment based on historic installation of CCTV used at the following locations: INSERT] |

## The System

### 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 period; housing and community issues, etc.

|  |
| --- |
| Each location covered by the CCTV camera is open and accesssible at all times, apart from the Town Hall which is locked and alarmed when not in use. The system is operational 24/7 as offences occur at all times of day and night, and the fear of crime is heightened at night. |

### 4. 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.

|  |
| --- |
| [A number of measures are already in place to provide safety for staff and the community. However the use of CCTV will provide support to existing practices and it will only be used where there there is considered to be a higher level of risk. The system is operational 24/7 in locations where it has been deemed necessary.] |

## Processing

### 5. 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?

|  |
| --- |
| [Data subjects will be the community (local residents) and vistors, including staff. who cross the field of view of the CCTV during the periods it operates. Populations are approximateley ‘n’ . Data and information gathered by the CCTV will be retained for the period defined in the Council’s RoPA and Retention Schedule. At the end of that period data and information will be disposed of appropriately.]  |

### 6. 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.

|  |
| --- |
| [The images will be used by the Council and may be shared with the Police, and other agencies, where necessary, for investigation of crime and antisocial behaviour and evidential purposes.The Data Controller is the Town Clerk who will retain ultimate control of the information and decisions around how it can be used. This includes how long the data is retained and how it is disposed of. If for any genuine law enforcement purpose, it becomes necessary to pass footage to the Police then they will assume responsibility (be Data Controller) and data will be processed in line with the Law Enforcement Provisions of the DPA 2018 under Part 3 Section 31.] |

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

[ ]  Fixed CCTV (networked) [ ]  Fixed CCTV (Not networked) [ ]  Body Worn Video

[ ]  ANPR [ ]  Unmanned aerial systems (drones)

[ ]  Stand-alone cameras [ ]  Re-deployable CCTV [ ]  Other (please specify)

|  |
| --- |
|  |

### 8. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram.

Indicate whether the information 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.

|  |
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| [Use/interaction with CCTV is limited to ‘checking/using it’ during day-time operations and only referrrring to recording if there is suspicison that something untoward has happened.]  |

### 9. Does the system’s technology enable recording?

 [ ]  Yes, specify location below. [ ]  No

If recording is enabled, state where it is undertaken (no need to stipulate address but may include a local authority CCTV Control room or a third-party contractor’s control room, if your system is connected to one. Also note whether the surveillance equipment enables audio recording.

|  |
| --- |
| [Images will be recorded and stored on stand-alone machine located in a locked an office with strict access controls/permissions. Hence only specified individuals will have access to the CCTV recording system. The images are not backed up on existing Council wide networks. No third-party organisation will be involved in monitoring or storing images.] |

### 10. 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)

|  |
| --- |
| [Data will not be disclosed routinely. Data will be stored for up to 31 days or longer if it forms the basis of an investigation. Disclosure will only be provided either in response to a subject access request (SAR), which should follow the process defined at the Council’s SAR process, or following a request made by law enforcement agencies, such as the police.]  |

### 11. 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

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

Please outline the main comments from the ‘public’ resulting from your consultation: as part of a DPIA.

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder consulted | Consultation method  | Views raised | Measures taken |
| Local Residents |  |  |  |
| Staff |  |  |  |
|  |  |  |  |
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## Necessity and Proportionality

### 13. 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.

|  |
| --- |
| **Important Note** Under Health and Safety legislation, Councils are responsible for day-to-day health and safety of staff. Under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, employers have a responsibility to assess and avoid or reduce risks, particularly around lone workers as potential dangers facing them can be different or more acute. Relevant and sufficient security measures and procedures help Town Council comply with relevant regulations by helping to protect the community and staff from violence, bullying and aggression as well as deterring crime.The following lawful bases apply to the processing of personal data captured by Council’s CCTV systems:* GDPR Article 6 (1)(c): Compliance with a legal obligation including Management of Health and Safety at Work Regulations 1999, Health and Safety at Work Act 1974, Crime & Disorder Act 1998
* GDPR Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.
* GDPR Article 6 (1)(f): Where the Council is processing CCTV footage for a legitimate reason other than performing its tasks as a public authority then this processing may be necessary for the purposes of our (or someone else's legitimate interests), except where overridden by the data subject’s data protection rights and freedoms. The Council, its community and its visitors have a legitimate interest in being in a safe and secure environment while the legitimate interests of the community include protecting Council buildings and property and the prevention and detection of crime and staff and visitor safety.

Where processing personal data involves special category data (as defined by the GDPR) then (council name) will ensure that one of the special category conditions apply as per Article 9 of the GDPR and that this is recorded. This is likely to be (but not limited to):* Article 9 (2) (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

In line with the Data Protection Act 2018 Schedule 1 Part 2, one or more specific ‘substantial public interest’ conditions for Article 9(2)(g) will apply. This may be, but is not limited to:DPA 2018 Schedule 1, Part 2, Para 6: Statutory etc and government purposesDPA 2018 Schedule 1, Part 2, Para 10: Preventing or detecting unlawful actsDPA 2018 Schedule 1, Part 2, Para 18: Safeguarding of children and of individuals at risk |

### 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?

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| [Privacy is maintained by directing the CCTV camera away from private property and limiting the number of authorised people who can access the system. Images are automatically deleted after XX days. The system is not used to covertly monitor staff or visitors. The images are only shared with those listed in Appendix Three. The impact on individuals is positive as it leads to a safer environment. The CCTV comprises a number (n) cameras with fixed positions that give restricted fields of view and a number (n) cameras that can be panned, tilted and zoomed to focus on an area of interest. The position of cameras cannot be changed without considering the potential impacts on data subjects, which would lead to a review and update of this DPIA.The images need to recognise individuals so that they can be identified to provide evidence for the investigation of crime and antisocial behaviour, including helping eliminate suspects from police enquiries. ] |

### 15. 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 that declares an area is under surveillance will be positioned on the edge of an area. Privacy notices for the council’s workforce and visitors will advise parties of the use of CCTV. Periodically, the community and staff will be reminded of the use of CCTV in the press, newsletters / staff bulletins]. |

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

|  |
| --- |
| X days. The images will be used by [Town Council] and the police for the investigation of crime and antisocial behaviour and evidential purposes only.The Data Controller is XXX  |

### 17. 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)

 [ ]  Is retention of data and information recorded in the retention schedule.

|  |
| --- |
| [The data is ‘automatically’ over written after 31 days but there is the facility to override the function to protect data that may be required by a prosecution / law enforcedment agency. Summarise the process here. ] |

### 18. 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?

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| --- |
| [The CCTV runs automatically. An operator will only refer to the councl’s CCTV to monitor a developing situation (during day-time hours) and recordings will only be reviewed should an incident/potential offence be suspected. Access to the CCTV system is limited to specified personnel at the Council. The recording system is not connected to the existing Council-wide networks and has no connection to the internet]  |

### 19. 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.

|  |
| --- |
| [ Summary taken the council’s SAR process may be added here.] |

### 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 the policy/policies and by whom and when disclosure and information handling, such as disclosure, production, accessed, handled, received, stored information, is audited.

|  |
| --- |
| [The Town Council CCTV Policy provides details of the policy underpinning operation of the CCTV system and associated tecnologies at the Council. The operation of the CCTV system and the related recording system will be reviewed and audited annually as part of the annual review of this DPIA. ]  |

## Risks

Identify and evaluate the inherent risks to the rights and freedoms of individuals relating to your camera system. Consider how long will recordings be retained? Will they be shared? Could it interfere with other human rights and freedoms such as those of conscience and religion, expression or association. Assess both the likelihood of a risk occurring and the severity of any impact on individuals.

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 high Impact) |
| LocationA (low impact)Z (high impact) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| Risk Id | Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary. | Likelihood of harm(Remote, possible or probable) | Severity of harm(Minimal, significant or severe) | Overall risk (Low, medium or high) |
|  | Keen to understand the location of the CCTV internally  |  |  |  |
|  |  |  |  |  |
|  |       |  |  |  |
|  |       |  |  |  |

*Add more rows if needed.*

## Mitigating 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. Assess residual levels of risk.

Note that Appendix One allows you to record mitigations and safeguards particular to specific camera locations and functionality.

| Measures to reduce or eliminate risks identified as medium or high risk | Risk Id | Effect on risk(Eliminated, reduced, accepted) | Residual risk(Low, medium, high) | Measure approved?(Yes/no) |
| --- | --- | --- | --- | --- |
| Confirmation of the position of CCTV cameras to avoid overlooking neighbouring properties/residential  |  |  |  |  |
|  |  |  |  |  |
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*Add more rows if needed.*

## 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.

### Measures approved by:

Integrate actions back into project plan, with date and responsibility for completion

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

### Residual risks approved by:

If you identify a high risk that you cannot mitigate adequately, you must consult the ICO before starting to capture and process images

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

### DPO advice provided:

DPO should advise on compliance and whether processing can proceed

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| DPO  | One West, Lewis House, Manvers Street, Bath, BA1 1JG |

|  |  |
| --- | --- |
| Date |       |

|  |  |
| --- | --- |
| Summary of DPO advice |       |

### DPO advice accepted or overruled by:

If overruled, you must explain your reasons.

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

|  |  |
| --- | --- |
| Comments |       |

### Consultation responses reviewed by:

If your decision departs from individuals’ views, you must explain your reasons

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

|  |  |
| --- | --- |
| Comments |       |

### This DPIA will kept under review by:

The DPO should also review ongoing compliance with DPIA

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

### DPIA Reviews

**Year One:**

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

**Year Two:**

|  |  |
| --- | --- |
| Name |       |

|  |  |
| --- | --- |
| Date |       |

## Appendix One - CCTV Setup

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 type | Camera types used | Number | Recording | Monitoring  | Assessment of use of equipment (mitigations or justifications) |
| Town Hall entrance | All | 3 | 24hrs | 24hrs (only maximum 3 operators).  | The privacy level expectation in Town Hall entrance likely to be high. Town Hall entrance well signed with appropriate signage for CCTV its use and purpose with contact details. |
| Offices | 1, 2, 5 | 12 (one per office) | When offices are occupied | When offices are occupied |  |
| Corridors | 1, 5 | 4 | When offices are occupied | When offices are occupied | HD camera only included due to proximity to town HD cam |
| Public spaces / Community areas | 4 | 6 |  | When offices are occupied | Community and visitor safety in an area. High level anti-social behaviour - historical problems (please see statistical assessment in annual review).  |
| Council buildings | 4 | 6 | 24hrs (calendar month) |  | The privacy level expectation around council buildings likely to be low, although council well signed with appropriate signage for CCTV its use and purpose, with contact details. |

Notes:

1. Location type: List and categorise the different areas covered by surveillance on the system. Examples are provided above.
2. Camera types use: details from asset register that should describe equipment installed (type and number). Cameras may be categorised: ‘fixed wide-angle’, ‘remote control, no zoom’, ‘remote control, with zoom’ and ‘remote control, with zoom and two-way audio’.