

Data Protection Impact Assessment

Old School CCTV

Project:	Old School CCTV
Date of Creation:	17/6/19 originally – NEWEST VERSION 15/2/22
Date of Review:	February 2023 or before if updating required
Version:	3
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Information Asset Owner:	Market Lavington Parish Council

Data Protection Sign Off	
Mandatory DPIA?	Yes
ICO Notification Required?	No
Data Subject Notification Required?	Yes
Add to Risk Register?	Yes
Approved By:	Parish Council
Approved Date:	15/2/22 (minute number 21/22-240a)

Amendments Summary

Version	Date Issued	Page/Para	Subject
1	25/6/2019	NA	First version of DPIA completed
2	25/02/2019 Amendments approved at OS committee meeting (minute number 19/20-291c	4.2	Updated to reflect changes in cabinet key arrangements, and requirement for monthly check of CCTV system. Addition of one other 'appointed Parish Council representative'

3	15/2/2022 Amendments approved at Parish Council meeting (minute number 21/22-240a)	4.2	Updated to reflect new Library use of the locked cabinet, and changes to requirements for accessing CCTV data
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1. Introduction

- 1.1. Data Protection Impact Assessments (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individuals' expectations of their rights as a data subject under the GDPR. An effective DPIA will allow organisations to identify and resolve problems at an early stage, reducing the associated costs and damage to reputation which might otherwise occur.
- 1.2. This DPIA is based on the guidance documents provided by the Information Commissioners Office (ICO) to support the data protection by design approach and the information captured will ensure reasonable steps are taken during the implementation of any new system or process.

2. Screening Questions

- 2.1. The GDPR requires that a DPIA is mandatory if the processing is likely to result in a high risk to the rights and freedoms of natural persons. The following screening questions will identify if the processing is likely to result in a high risk:

No.	Mandatory DPIA Screening Question	Yes or No
M1	Will the project make use of a new technology (system)?	Yes
M2	Will the project involve systematic and extensive processing activities, including profiling and where decisions that have legal effects – or similarly significant effects – on individuals?	No
M3	Will the project involve the large scale processing of special categories of personal data?	No
M4	Will the project involve the large scale, systematic monitoring of public areas (CCTV)?	No

If any of the above questions have been answered as “Yes”, then it is a mandatory requirement to complete a DPIA.

- 2.2. This table defines a selection of additional screening questions which will help to understand if a DPIA is recommend best practice.

No.	Recommend DPIA Screening Question	Yes or No
R1	Will the project involve the collection of new information about individuals?	Yes
R2	Will the project compel individuals to provide information about themselves?	No
R3	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	Yes

R4	Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No
R5	Will the project require you to contact individuals in ways that they may find intrusive?	No
R6	Will the project involve monitoring of staff via CCTV?	Yes indirectly

If there are two or more “Yes” answers, than it is appropriate to complete a DPIA.

3. Identify the need for a DPIA

3.1. The need for a DPIA has been identified as a result of the following screening questions:

No.	Details
M1	The project will make use of a new technology (system)
R1	The project will involve the collection of new information about individuals
R3	Information about individuals will be disclosed to organisations or people who have not previously had routine access to the information
R6	The project will involve indirect monitoring of staff via CCTV

4. Description of the Data Processing

4.1. Details of the personal data to be processed:

Question	Answer
What personal and/or special categories of personal data will be processed?	Personal categories: Video images (CCTV) Special categories: None
Why is the data being processed?	To monitor activity around the exterior of the Old School building, due to increased number of incidents of criminal damage and anti-social behaviour (including evidence of drug taking)
What is the regulatory requirement?	That personal data: a) Must be processed lawfully, fairly and transparently b) Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent c) Should be adequate, relevant and

	<p>limited</p> <p>d) Must be accurate</p> <p>e) Should not be stored for longer than is necessary, and that storage is safe and secure</p> <p>f) Should be processed in a manner that ensures appropriate security and protection</p>
What is the business requirement?	To capture images of individuals who may be participating in the above activities (criminal damage and anti-social behaviour), so that the information can be passed to the relevant authorities i.e. Police

4.2 The processing operation for the project is documented below:

Data Processing Operation
<p>The project was instigated following recommendations received from Wiltshire Police, due to an increase in incidents of criminal damage and anti-social behaviour occurring at the rear of the Old School. The Police believed that CCTV would deter people from loitering in the area and significantly reduce demand for targeted patrols of the area. CCTV would not only act as a deterrent, but it would also give the Police the opportunity to pursue an investigation to any crimes reported to them, enabling them a reliable line of enquiry.</p> <p>The CCTV system requirements were recommended by a specialist contractor following a site visit, and all the equipment will be installed by the Contractor. Five 6MP High Definition CCTV cameras will be positioned to provide full coverage, around the exterior of the Old School i.e., only covering property owned by the Parish Council. A recording device (achieving approx. 10 days-worth of recording, which will then be over-written) will be stored, alongside a LED monitor, in a lockable wall mounted Server Cabinet, installed in the Dr John Reid Room by the Internet Router. The immediate neighbours to the Old School have been notified about the installation of CCTV and fully support the initiative.</p> <p>Five CCTV System warning signs will be positioned around the exterior of the building, listing the purposes the data will be collected for. The signs will use simple graphics and grammar which are easy to understand. Information regarding the CCTV System will also be detailed on the 'Old School' website, and within the 'Terms & Conditions of hiring' document.</p> <p>The specialist contractor installing the CCTV system will provide initial on-site training on use of the system to one of the five appointed Parish Council representatives (Parish Clerk, Parish Council Chairman, and Vice-Chairman, Chairman of the Old School Committee and one other named Councillor). A summary, detailing usage instructions will then be prepared and left in the cabinet</p>

for future reference.

From November 2021 Wiltshire Council Library Service were given permission to use the locked Server cabinet to house their sensitive electrical equipment, alongside the Parish Councils CCTV recording equipment and broadband hub.

System security measures:

- An 'Access Log' book will be kept inside the locked Server cabinet, and completed when the monthly CCTV checks are carried out, and when recorded data is reviewed following an incident
- There will be 2 keys to the cabinet – one will be kept locked in the key safe located on the wall above the cabinet (access number will only be made available to the five appointed Parish Council representatives, and the appropriate Library contact. The number will be changed when any of the Parish Council representatives are replaced with a different person). The other 'spare' key will be kept by the Parish Clerk.

A monthly check will be carried out by the Parish Clerk to ensure the CCTV is working correctly. Other than this, the recorded information will only be accessed if there is an incident which needs further investigation. Two of the above representatives will be required to be present when information is accessed and reviewed following an incident.

Procedures for accessing recorded data following an incident:

- The appointed representatives will gain access to the cabinet, and review the recorded information following an incident, taking care to ensure that the recordings are only visible to appointed representatives
- If necessary, any relevant recorded information will be copied to a memory stick and then placed in an envelope, signed across the seal by the two representatives, and the incident reported to the Police
- 'Access Log' to be completed
- If necessary, one of the appointed representatives will take responsibility for handing the signed envelope to the Police (name to be detailed in the 'Access Log' book)
- If necessary, signed and dated receipt to be obtained from Police representative when envelope passed to them

Any information accessed will only be shared with public bodies as required i.e. Police, and will be deleted when it is no longer needed for that purpose.

5. Assessment of Necessity and Proportionality

- 5.1. Answer the following questions to confirm that the necessity and proportionality of the processing has been assessed in relation to the purpose of the data processing:

Question	Yes or No
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Is the processing of the identified personal data necessary for the project?	Yes
Is the processing of the identified personal data in proportion to the purpose of the project?	Yes

6. Assessment of Risks to Data Subjects

6.1. The details of any risks related to individuals and compliance as a result of this project are detailed below:

Issue	Risk to Individuals	Compliance Risk
Unable to identify the age of individuals who may appear on the accessed CCTV recordings following an incident i.e. if over 13 years of age		The GDPR says children under 13 cannot give consent, so consent needs to be obtained from a parent or guardian
Unable to identify if individuals who may appear on the accessed CCTV recordings following an incident are regarded as 'vulnerable'	Risk that 'vulnerable' adults may not fully comprehend the implications of CCTV use	

Measures to Address Risks to Data Subjects

6.2. The actions taken to reduce the risk of any data protection issues identified in section 6.1 are detailed below:

Risk to Individuals	Solution	Result
Unable to identify with certainty the age of individuals who may appear on the accessed CCTV recordings following an incident i.e. if over 13 years of age	Any recorded information will be given to the Police for possible further action. The responsibility for verifying that the person giving consent on behalf of the child is allowed to do so, will therefore pass to them	Risk mitigated
Unable to identify if individuals who may appear on the accessed CCTV recordings following an incident are regarded as 'vulnerable'	Any recorded information will be given to the Police for possible further action. The responsibility of determining the understanding of recorded individuals will	Risk mitigated

	therefore pass to them	
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7. Prior Consultation

- 7.1. It is a requirement of the GDPR to consult with the ICO **prior to processing** where a DPIA indicates that the processing would result in a high risk in the absence of measures taken by the practice to mitigate the identified risk or risks.
- 7.2. Answer the following questions to identify if there is a requirement to consult the ICO:

Question	Yes or No
Do any risks remain unmitigated?	No
Does an unacceptable level of risk remain?	No
Is it likely that data subjects may encounter significant, or even irreversible consequences, which they may not overcome?	No

If any of the above questions have been answered as “Yes”, then it is a mandatory requirement to consult with the ICO before commencing the project.

8. Association with the GDPR principles

The following section demonstrates how the project will be implemented to ensure compliance with the GDPR:

8.1. Principle 1

Compliance Question	Summary
Does the project have an identified purpose?	Yes – The CCTV project was instigated following Police recommendations, to act as a deterrent, and record any incidents of criminal damage and anti-social behaviour occurring around the Old School
What is the lawful basis for processing the personal information?	The Parish Council is performing a task in the public interest, under a legal obligation – processing data in the exercise of a statutory power (Crime Prevention – Power to spend money on crime detection and prevention measures)
How will individuals be informed about the use of their personal and/or special	Five CCTV warning signs will be positioned around the Old School.

categories of personal data?	Information regarding the CCTV System will also be detailed on the 'Old School' website, and within the 'Terms & Conditions of hiring' document.
Do you need to create or amend a privacy notice?	The Parish Council's existing Privacy Notice will need to be amended to include reference to CCTV
If consent will be used as the lawful basis, how will consent to process personal data be captured and what will you do if it is withheld or withdrawn?	N/A

8.2. Principle 2

Compliance Question	Summary
Does the project plan cover all of the purposes for processing personal and/or special categories of personal data?	Yes – The project plan (as detailed in the ‘data process operation’ section 4.2) is for the sole purpose of monitoring activity around the exterior of the Old School building, due to increased number of incidents of criminal damage and anti-social behaviour (including evidence of drug taking)
Has the project plan identified potential new purposes as the scope of the project expands?	N/A – The scope of the project is unlikely to expand. This will however be reviewed each year

8.3. Principle 3

Compliance Question	Summary
Is the quality of the information good enough for the purposes it is used?	Yes – Specified High definition CCTV cameras being used at the recommendation of an industry expert
Which personal and/or special categories of personal data could the project not use, without compromising the needs of the project?	The only personal data required for the project is ‘video image’ evidence, and that is the only data that the CCTV images will collect

8.4. Principle 4

Compliance Question	Summary
If the project involves the procurement of new software, does it allow for data to be amended when necessary?	N/A – There is no requirement with this project for data to be amended
What measures will be in place to ensure that personal and/or special categories of personal data obtained from individuals or other organisations is accurate?	The images captured by the CCTV cameras will have date and time information detailed on them

8.5 Principle 5

Compliance Question	Summary
<p>What retention periods are suitable for the personal and/or special categories of personal data that will be processed?</p>	<p>The recording device used with the CCTV system will achieve approx. 10 days' worth of recording, which will then be automatically over-written. In the event that recorded data is accessed following an incident, copies of the relevant information will be forwarded to the Police for them to action as necessary. Their guidelines will then be followed with regards to retention periods and deletion of data</p>
<p>If the project involves the procurement of new software, does it allow for data to be deleted?</p>	<p>Please refer to comment above</p>

8.6. Principle 6

Compliance Question	Summary
<p>Do any new systems provide protection against the risks to individuals identified in this DPIA?</p>	<p>Yes</p>
<p>What are the training and documentation requirements to ensure that staff know how to operate the new system securely</p>	<p>The specialist contractor installing the CCTV system will provide on-site training on use of the system to four appointed Parish Council representatives. Please refer to the Procedures for accessing recorded data, as detailed in 'data processing operation' section 4.2 regarding documentation requirements</p>
<p>If there is a requirement to transfer personal and/or special categories of personal data, what measures will be put in place to ensure the protection of the data?</p>	<p>Please refer to the Procedures for accessing recorded data, as detailed in 'data processing operation' section 4.2</p>