

Data Protection Impact Assessment AutoSpeedWatch System

Project:	AutoSpeedWatch System
Date of Creation:	10/3/2022
Date of Review:	March 2023 or before if updating required
Version:	1
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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:	Approved at Parish Council meeting 15/3/22 (minute number 21/22-255aii)

Amendments Summary

Version	Date Issued	Page/Para	Subject
1	15/3/2022	NA	First version of DPIA completed

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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?	Yes
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?	No

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 may be disclosed to organisations or people who have not previously had routine access to the information
R4	We are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used

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?	<p>Personal categories: Still images of vehicles – not individuals (Surveillance Camera)</p> <p>Special categories: None</p> <p>AutoSpeedWatch only takes still images of the rear of offending vehicles, so as to reduce the chance of personal identification of individuals, and not to record law-abiding vehicles. The recording of Vehicle Registration Numbers (VRNs) in itself is not personal information, until combined with other personal information (such as DVLA’s registered keeper database) by the appropriate authorities. The Information Commissioners Office (ICO) guidance implies the recording of non-personal data with the purpose of assisting to identify an individual, may also need to be considered in itself as sensitive and</p>

	potentially personal data (even if that identification is only done by the Police)
Why is the data being processed?	To capture images of Vehicle Registration Numbers (VRNs) of vehicles that are speeding significantly above the notified speed limit. This is in response to a known ongoing speeding issue, generating a safety threat, which the Parish Council has agreed requires additional identification measures to help resolve
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 limited d) Must be accurate e) Should not be stored for longer than is necessary , and that storage is safe and secure f) Should be processed in a manner that ensures appropriate security and protection
What is the business requirement?	To capture still images of vehicles (not individuals) that are speeding significantly above the notified speed limit, so that the information can be passed to the relevant authorities i.e., Police, for them to take any action they feel appropriate

Identified need for AutoSpeedwatch

- Parishioners within the community are supportive of better management of the safety threat caused by speeding
- The Community Speedwatch scheme in operation is not making a persistent reduction on speeding, only really being beneficial whilst they are on-duty, or within a short period afterwards

- Whilst other measures, such as installation of Vehicle Activated Signs (Speed Indicator Sign) is being used, it is not sufficiently effective to identify the persistent speeders
- The increased presence of Road Traffic Officers is only really beneficial whilst they are on-duty, or within a short period afterwards, and they are not always available to attend at the worst offending times

4.2 The processing operation for the project is documented below:

Data Processing Operation

The project was instigated as an additional road safety measure by the Parish Council, due to known ongoing persistent speeding issues, generating a safety threat. The AutoSpeedWatch System will help support the Speed Indicator Device(SID), and Community Speedwatch (CSW) schemes already in operation. The AutoSpeedwatch System will not only act as a deterrent, but it will provide still images of Vehicle Registration Numbers (VRNs) that are speeding significantly above the notified speed limit, such that enforcement authorities can take any action they feel appropriate to improve the road safety at that location.

The AutoSpeedWatch Roadside Unit speed-activated camera will be in a fixed position, as agreed with the appropriate Local Authority Officer, have a fixed field-of-view, have daytime-only operation, pointing at the roadway. It will only take still pictures of the rear of vehicles that are speeding.

Two AutoSpeedWatch warning signs, as supplied by AutoSpeedwatch Ltd, will be positioned one either side of the Roadside Unit, in positions as agreed with the appropriate Local Authority Officer. The signs will detail the purposes the data will be collected for, who it is operated by etc., and use simple graphics and grammar which are easy to understand.

A copy of this DPIA will be published on the Parish Council website, and an information notice published in the Village Magazine when the device is installed.

System security measures:

Each Roadside Unit camera is built by design to be secure from unlawful / malicious attack. Communications between subsystem on devices in encoded. Images of speeding vehicles are captured by the Roadside Units and immediately securely transferred in encrypted form to a central server managed by Autospeedwatch Limited. These images are deliberately not stored on the Roadside Units themselves. Should Roadside Units get stolen they are reported as such and can be disabled by Autospeedwatch Ltd, in such a way that they cannot be re-enabled independently. Server records (comprising the location, time, and speed data associated with the image), are restricted to only those registered and authorised to view it under the terms of use of the system, who cannot re-write, edit or manipulate. Those people are:

- Autospeedwatch Limited server administration staff for the purposes of data control and management
- Registered Parish Council coordinators acting as an interface to police forces or local authority – Parish Clerk, and Parish Council Chairman

- Police Officers and Local Authority Officers for the purposes of speed management and law enforcement

Process for Parish Council coordinators to access Server records:

Parish Council coordinators gain access to the AutoSpeedWatch Server records via individual log-in details, to the 'My AutoSpeedwatch Dashboard'. From here, there is access to the images taken, where it is necessary for the coordinator to verify the VRN of each captured speeder in turn by using the 'Verify' button, with vehicle records being deleted where the image does not correctly capture the VRN. The data is **collated and prioritised** by severity into specific intelligence. Non-image data associated with the images (speed, VRN, location, date / time, etc.) can then be sent to the Police by email report, directly from the Dashboard, with a copy of the report automatically being sent to the coordinator as well. To ensure the Parish Council is not retaining any data, this automatic email will be deleted upon receipt. The Dashboard will be accessed on a weekly basis by the Parish Council coordinator to obtain the previous weeks data.

Autospeedwatch Limited and Parish Council Policy:

The published policy of Autospeedwatch Ltd in regard to AutoSpeedWatch is:

- to not surveil law abiding public
- to reduce surveillance of law-breaking to the minimum required to capture dangerous events
- to only capture vehicles, rather than individuals
- to actively seek to not capture information relating to specific individuals/keeper/owners/operators or other personal sensitive information covered by the Protection of Freedoms Act, the Data Protection Act, GDPR, and the guidelines and codes of practice from the Information Commissioners Office and the Surveillance Camera Commissioner
- to support community desire to help law enforcement of serious road risks without monitoring law abiding citizens
- to limit the access to, the storage, and the use of any collected data to the minimum required to assist the function of the police or local authorities in management of road safety
- to remove images and the related data as soon as practicable.

The Policy of Market Lavington Parish Council in regard to AutoSpeedWatch is:

The policy of this council is consistent with the AutoSpeedWatch policy. In addition, the policy is:

- to only deploy cameras where speeding is known to be persistent and considered a threat to safety and/or amenity
- to install cameras such that they do not raise safety risks, or invade personal privacy

- to operate the cameras only for the purpose of supporting the enforcement of speeds
- to nominate Parish Council coordinators for operational management of the AutoSpeedWatch system, and act as an interface to police forces or local authority – Parish Clerk, and Parish Council Chairman
- operate within the Code-of-Practice of the Surveillance Camera Commissioner and the Information Commissioners Office codes of practice
- to maintain, and periodically (annually) review, a publicly available privacy impact assessment for the use of AutoSpeedWatch
- to remain aware of, and operate within the AutoSpeedWatch terms of usage protecting privacy
- to remove cameras where they are no longer needed.

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
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:

Risk to Individuals / compliance	Overall level Risk
Risk that still images may be taken of homes / dwellings – viewing of personal habitation space	Very low
Risk that faces may be visible within the image frame of rear view of vehicle	Very low
Risk of storage of image data longer than necessary	Very low
Copying or distribution of images by users	Very low
Public not informed of camera usage	Low

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	Solution	Result
Risk that still images may be taken of homes / dwellings – viewing of personal habitation space	Camera will be in a fixed position, as agreed with the appropriate Local Authority Officer, have a fixed field-of-view, and be pointing at the roadway. The field-of-view will be checked, and re-positioned as necessary when camera installed	Risk mitigated
Risk that faces may be visible within the image frame of rear view of vehicle	As above – It is also possible to delete images if necessary, during the ‘verification’ process	Risk mitigated
Risk of storage of image data longer than necessary	Records are deleted automatically from Autospeedwatch Ltd at 365 days. Records can be deleted before this. Once deleted there is no recovery	Risk mitigated
Copying or distribution of images by users	It is not possible to download images from the AutoSpeedWatch Server	Risk mitigated
Public not informed of camera usage	Two AutoSpeedWatch warning signs, will be positioned one either side of the Roadside Unit. A copy of this DPIA will be published on the Parish Council website, and an information notice published in the Village Magazine when the device is installed	Risk mitigated

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 project was instigated as an additional road safety measure by the Parish Council, due to known ongoing persistent speeding issues, generating a safety threat. The AutoSpeedWatch System will help support the Speed Indicator Device (SID), and Community Speedwatch (CSW) schemes already in operation
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 categories of personal data?	Two AutoSpeedWatch warning signs, will be positioned one either side of the Roadside Unit. A copy of this DPIA will

	be published on the Parish Council website, and an information notice published in the Village Magazine when the device is installed
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 AutoSpeedWatch
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

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 obtaining Vehicle Registration Numbers (VRNs) of speeding vehicles, due to the persistent problems with speeding
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

8.2. Principle 3

Compliance Question	Summary
Is the quality of the information good enough for the purposes it is used?	Yes – The AutoSpeedWatch Roadside Camera Unit has a proven record of providing quality and accurate information
Which personal and/or special categories of personal data could the project not use, without compromising the needs of the project?	The only data required for the project is 'Still rear vehicle image' evidence, and that is the only data that the AutoSpeedWatch images will collect

8.3. 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 AutoSpeedwatch Roadside Camera Unit will have date and time information detailed on them

8.5 Principle 5

Compliance Question	Summary
What retention periods are suitable for the personal and/or special categories of personal data that will be processed?	Records are deleted automatically from Autospeedwatch Ltd at 365 days. Records can be deleted before this. Once deleted there is no recovery. Copies of 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
If the project involves the procurement of new software, does it allow for data to be deleted?	Please refer to comment above

8.6. Principle 6

Compliance Question	Summary
Do any new systems provide protection against the risks to individuals identified in this DPIA?	Yes
What are the training and documentation requirements to ensure that staff know how to operate the new system securely	Parish Council coordinators will be provided with instructions on how to access data from the AutoSpeedwatch Server. Please refer to the Procedures for accessing server records, as detailed in 'data processing operation' section 4.2

<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 server records as detailed in 'data processing operation' section 4.2</p>
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THE END.