

Borough Council of King's Lynn & West Norfolk CCTV Privacy Impact Assessment Form

1. INTRODUCTION

1.1 This Privacy Impact Assessment (PIA) CCTV is recommended in The Surveillance Camera Code of Practice, issued by the Surveillance Camera Commissioner in June 2013 in accordance with Section 30 (1) (a) of The Protection of Freedom Act 2012. The purpose of the PIA is to ensure that privacy risks are minimised while allowing the aims of the project to be met whenever possible.

1.2 Guidance is based on the ICO's Privacy Impact Assessment Handbook.

The four areas which are highlighted by ICO as potential areas for loss of privacy in relation to personal data are;

- the privacy of personal information;
- the privacy of the person;
- the privacy of personal behaviour; and
- the privacy of personal communications.

1.3 'Personal data' as defined by Section 1 of the Data Protection Act means data which relates to a living individual who can be identified:

(a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

1.4 When considering the installation of a camera an Operational Requirement (OR) must be produced. The OR must be referred to as part of the installation and camera review process to ensure it meets and continues to be effective in addressing the purpose for which it was installed.

2. RESPONSIBLE PERSON CONTACT DETAILS

Below are the contact details of the person most qualified to respond to questions regarding this Privacy Impact Assessment.

Name:

Title: Business Operations Manager

Organisation: Borough Council of King's Lynn & West Norfolk

Email:

Telephone:

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3 DATA STORAGE & CONTROL

3.1	Where are the real time images from the camera displayed?	Viewing of real time images is not possible, Body Worn Video (BWV) must be docked & uploaded to be able to view footage
3.2	Who has operational access and ability to move the CCTV camera?	Enforcement Officers (EO) using the BWV has the capability to move the camera to capture the images they deem necessary at the time
3.3	Where are the recorded images stored?	Various Network Video Recorders (NVR's)
3.3.1	What measures are in place to control access to the area in which the recorded images are stored?	CCTV suite is electronically access controlled and only accessible to restricted users and guests. Authorised managers may also access recorded images but do so in secure staff environments
3.4	How are the images recorded?	Digitally to Body Worn Video device, then uploaded to a Network Video Recorder (NVR)
3.5	Who has access to the recorded images?	Access is granted under the conditions being met for the Data Protection Act 1998, in particular Chapter 29 section 35 Access to Data Request and Subject Access Request Authorised managers have access to the recorded images.
3.5.1	How is access gained to the recorded images?	Signing into the Control Room and reviewing data subject to meeting DPA criteria, they must log on to the secure control centre software where the images can be reviewed.
3.6	How long are the images retained?	Minimum 28 days to a maximum of 90 days

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3.7	How are the images deleted?	The images are automatically deleted after 90 days or they overwritten once the NVR is full whichever is the sooner
3.8	When data is downloaded or copied for release to a third party how is information recorded?	Access to data forms are completed, these are viewed, accepted or rejected and recorded. Other agency data requests are recorded on a separate access database.
3.9	What processes are in place to ensure that data protection responsibilities are understood by persons receiving the data?	Information to their rights under the DPA is available online
3.10	What precautions are in place to ensure that data will continue to be collected e.g. in the event of a failure of power to cameras and DVR (?)	Failover NVR's and UPS are provided where appropriate

4 CAMERA SPECIFIC

4.1	What type of camera is being considered or in place?	Indigovision – Frontline Body Worn Cameras			
4.2	Is audio recording an available feature of this camera?	Yes	Y	No	
4.2.1	If yes; What measures are in place to protect private dialogue?	BWV may capture private dialogue during the course of daily use, these will be uploaded & securely stored on the various NVR's for a minimum 28 days, access to these recordings is strictly controlled and external access to them would only be granted under the conditions being met for the Data Protection Act 1998, in particular Chapter 29 section 35 Access to Data Request and Subject Access Request			

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4.3	Does this camera have any other camera specific or software related features such as Automatic Number Plate Recognition, Facial Recognition, movement analysis?	Yes		No	N
4.3.1.	If yes; What software/function?	N/A			
4.3.2	What is the purpose of having/installing this function or software?	N/A			
4.3.3.	What measures are in place to protect privacy when using this function/software?	N/A			
4.4	Does this camera have the capacity to record personal information as defined in para 1.3?	Yes	Y	No	
4.4.1	If yes, please explain what and why?	<p>Staff using the BWV will be our Civil Enforcement Officers & BC Enforcement Officers , the BWV will be recording audio and visual at all times whilst undertaking their enforcement activities, and may at times collect personal data. Access to this information is strictly controlled and may only be accessed by meeting the requirements identified in 3.5 & 3.5.1</p> <p>The Human Rights Act, DPA and RIPA prevents unauthorised directed surveillance</p>			
4.5	Is there any chance of this footage being released in the public domain?	Yes	Y	No	
4.5.1	If yes, explain why and what are the controls in place?	Only in the case of a media release where the identification of an individual is required to assist in the investigation of a crime			
4.6	Is there a Data Protection Act compliant sign clearly displayed in close proximity of the camera to make people aware that CCTV is in operation?	Yes	Y	No	
4.7	Does the camera see in to any part of any property where there is an expectation of privacy?	Yes	Y	No	

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4.7.1	If yes what is covered?	<p>BWV doesn't specifically look into private property however whilst undertaking enforcement activities on & off street, an officer may capture footage of a property where privacy is expected, this would be unknown as the operator cannot see what the badge captures at the time, and footage captured would only be viewed if criteria above has been met. When not undertaking enforcement activities the badge is switched off, this includes walking through pedestrianized town centre areas, unless enforcement activity is required.</p>
4.7.2	What measures have been taken to prevent observation of these areas?	<p>Officers using the badges are doing so for their own safety & integrity, the badges are positioned as such they capture the area directly in front of the Officer whilst enforcing, whilst enforcing they may be asked questions & turn around looking at other areas / individuals, if this is not enforcement related the badge is switched off until they return to their enforcement activities. Staff should not actively capture footage of properties; properties may be in vicinity given the nature of the work they undertake.</p> <p>BWV were introduced as a part of the Enforcement Officers (EO) personal protective equipment (PPE), one to one training is provided to each EO prior to first use, which covers operation of BWV and when & how the BWV should be used, each EO signs to say they have received training and understood how to use and when the badge should be used.</p>

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		<p>BWV were introduced as Civil Enforcement Officers (CEO) PPE, when CEO's undertake their annual conflict resolution & Physical intervention (defensive tactics) training BWV refresher training is undertaken at the same time.</p>			
4.8	Does any additional action need to be taken to reduce the impact on privacy by this camera? Please complete the Action Plan below with the details of any action to be taken.	Yes	Y	No	

4.8.1. Action to be taken	Responsibility of	By When	Status	Completed Date
BWV refresher training, included as part of the CEO conflict resolution & physical intervention refresher training	Business Operations Manager	ongoing		

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5 CAMERA SPECIFIC – POST INSTALLATION REVIEW ONLY

Camera Number: _____

1	Has the purpose of the camera been reviewed?	Yes		No	
		Date: _____			
1a	What was the outcome of the Review?				
2	Has the Council ever received a complaint relating to the impact on privacy by this camera?	Yes		No	
2a	Please give details of the source and nature of the complaint and the outcome.				

Assessor

Signature: _____ Date: _____

Print Name: _____ Title: _____

Manager

Signature: _____ Date: _____

Print Name: _____ Title: _____