



**SURVEILLANCE CAMERA
COMMISSIONER**

PRIVACY IMPACT ASSESSMENT

**CONDUCTING A PRIVACY IMPACT ASSESSMENT ON
SURVEILLANCE CAMERA SYSTEMS (CCTV)**

BASILDON BOROUGH COUNCIL CCTV SCHEME

Principle 2 of the surveillance camera code of practice states that the use of a surveillance camera system must take into account the effect on individuals and their privacy, with regular reviews to ensure its use remains justified. The best way to ensure this is by conducting a privacy impact assessment before the system is installed and when a new camera is being added on to an existing system. This will assist in managing any privacy issues the use of the surveillance system might have.

A privacy impact assessment (PIA) enables operators to unpick risks to compliance with the Data Protection Act 1988 and the Human Rights Act 1998. The PIA should initially consider the pressing need that the system seeks to address and the impact that recording may have on individual's privacy. It is important to decide whether the proposed system can be justified as proportionate to the reason it is needed.

In undertaking a privacy impact assessment you must take into consideration your obligations under the Data Protection Act 1998 and follow the guidance provided in the Information Commissioner's Office's (ICO) **CCTV code of practice**.

This privacy impact assessment template is specifically for those organisations that must have regard to the surveillance camera code of practice under the Protection of Freedoms Act 2012. It also helps organisations to address their data protection and human rights obligations.

A PIA does not always have to be conducted as a completely separate exercise and it can be incorporated into project planning or other management and review activities.

In deciding whether to conduct a PIA and its scope, consideration must be given to the nature and scope of the surveillance camera activities and their potential to impact on the privacy rights of individuals.

A PIA should be considered when you are reviewing your surveillance camera systems and when you are considering introducing new technology connected to them.

A privacy impact assessment should be considered when any of the following apply:

- When you are introducing a new surveillance camera system.
- If you are considering introducing new or additional technology that may affect privacy (e.g. automatic number plate recognition (ANPR), body worn cameras, unmanned aerial vehicles (drones), megapixel or multi sensor very high resolution cameras).
- When you are changing the location or field of view of a camera or other such change that may raise privacy concerns.
- When you are reviewing your system to ensure that it is still justified. It is recommended that you review your system annually (see ICO CCTV Code of Practice and Surveillance Camera Code of Practice Principle 10).
- If you are considering the capture of an additional identifier such as vehicle registration mark to enable ANPR.
- The activity or change will engage heightened privacy concerns such as voice recording and biometric recognition such as facial and gait recognition.
- If your system involves any form of cross referencing to other collections of personal information.
- If your system involves more than one company or agency undertaking activities either on your behalf or in their own right.
- When you change the way in which the recorded images and information is handled, used or disclosed.
- When you increase the area captured by your surveillance camera system.

- When you change or add an end user or recipient for the recorded information or information derived from it.

Description of proposed surveillance camera system

Provide an overview of the proposed surveillance camera system

This should include the following information:

- An outline of the problem the surveillance camera system is trying to resolve.
- Why a surveillance camera system is considered to be the most effective way to solve the issues.
- How the surveillance camera system will be used to address the problem (identified above).
- How success will be measured (i.e. evaluation: reduction in crime, reduction of fear, increased detection etc).

In addition, consideration must be given to proportionality, legality, accountability and necessity. Any interference by a public authority of an individual's rights must be justified.

Therefore the following questions must be considered as part of a PIA:

- Is the surveillance activity established on a proper legal basis and is it undertaken in accordance with the law?
- Is the surveillance activity necessary to address a pressing need, such as public safety, crime prevention or national security?
- Is it justified in the circumstances?
- Is it proportionate to the problem that it is designed to deal with?

If the answer to any of these questions is no, then the use of surveillance cameras is not appropriate.

Otherwise please proceed to complete the template below.

PRIVACY IMPACT ASSESSMENT TEMPLATE

The privacy impact assessment template comprises two parts.

Level one considers the general details of the surveillance camera system and supporting business processes, level two considers the specific implications for the installation and use of cameras

Template – Level One

Location of surveillance camera system being assessed:

Coppice Lane, Noak Bridge, Basildon. SS15 4JS.

Date of assessment

Review date

Name of person responsible

Data Protection Act 1998 and Surveillance Camera Code of Practice 2013

1. What is the organisation’s purpose for using the surveillance camera system and what are the issues that the system aims to address? Evidence should be provided which should include relevant available information, such as crime statistics for the previous 12 months, the type, location, times and numbers of crime offences, housing issues relevant at the time, community issues relevant at the time and any environment issues relevant at the time.

Stated in the Noak Bridge Parish Council CCTV policy: The scheme will be used for the following purposes:

- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display outside Noak Bridge Pharmacy.
- to assist all “emergency services” to carry out their lawful duties.

2. Can a surveillance camera technology realistically deliver these benefits? State why the use of surveillance cameras will deliver these benefits in practice including evidence to justify why that would be likely to be the case.

When combined with other measures which may include but are not restricted to police response, lighting control, licencing control, public contribution(e.g. neighbourhood watch) etc.

3. What are the views of those who will be under surveillance? Please outline the main comments from the public resulting from your consultation – some consultation should be undertaken in the area being considered for a surveillance camera scheme. This can often be achieved by existing local consultation mechanisms such as local area committees, police beat meetings; but, if necessary depending on the privacy intrusion of the surveillance in question, other mechanisms could be considered such as face to face interviews, questionnaires being sent to residents/businesses and addressing focus groups, crime & disorder partnerships and community forums.

Notification is given by means of signage that CCTV is in operation.

4. Have other less privacy-intrusive solutions such as improved lighting been considered?

There is a need to consider other options prior to the use of cameras. For example, could improved lighting deliver the same benefit? Does the camera operation need to be 24/7? Where these types of restrictions have been considered, provide reasons for not adopting them and opting to use surveillance cameras as specified.

Other solutions are always considered including the use of additional council resources such as ASB Officers and Community Safety Wardens to patrol an area. The lighting in the area is sufficient. All of these solutions provide reassurance and help to reduce the fear of crime.

5. What are the benefits to be gained from using surveillance cameras? Give specific reasons why this is necessary compared to other alternatives. Consider if there is a specific need to prevent/detect crime in the area. Consider if there would be a need to reduce the fear of crime in the area, and be prepared to evaluate.

CCTV as a form of evidence is used on a frequent basis and with the equipment regularly maintained and operated professionally provides high quality primary and secondary evidence for all those requiring it.

6. What are the privacy issues arising from this surveillance camera system? State the main privacy issues relating to this particular system. For example, the extent of information recorded, whether it will be only on those who are suspects or include those who are not, concerns arising from its use, retention and disclosure, likely expectations of those under surveillance and impact on their behaviour, level of intrusion into their lives, effects on privacy if safeguards are not effective.

The location of the CCTV system is in an open, public space which includes a car park, busy pharmacy and local store/Post Office as well as the Noak Bridge Primary School. There are also some residential properties on Coppice Lane that also fall within the scope of the CCTV view.

In a public space such as this, the privacy level expectation is quite low. The main privacy issue here will be the residential housing and the CCTV coverage should be angled to reduce the CCTV on the curtilage of a residential property.

The CCTV cameras are static, and therefore cannot be zoomed in, panned from left to right or tilted up or down. They are not Pan, Tilt, Zoom (PTZ) cameras. Technically, this reduces privacy issues due to the inability to change the camera view.

All operators who can view the CCTV system are fully trained and SIA (Security Industry Authority) licensed for the use of Public Space CCTV.

A CCTV Policy, Code of Practice and Operating Procedures are in place to manage the recording of personal data and the retention and deletion of data.

CCTV signs have been mounted in prominent positions where the CCTV system exists to inform the usage of the CCTV and purpose with contact details.

7. Have any privacy by design features been adopted to reduce privacy intrusion? Could any features be introduced as enhancements? State the privacy enhancing technical and other features that have been identified, considered and accepted or rejected. For example, has consideration been given to the use of technical measures to limit the acquisition of images, such as privacy zones installed on cameras that overlook residential properties, etc? If these have not been adopted, provide a reason.

All operators able to use this camera are fully trained and SIA licensed however the use of PTZ is not available on this system and the CCTV cameras are focussed on public footpaths, shopfronts and car park area.

8. What organisations will be using the CCTV images and where is data controller responsibility under the Data Protection Act 1998? List the organisation(s) that will use the data derived from the camera system and identify their responsibilities, giving the name of the data controller(s). Specify any data sharing agreements you have with these organisations.

The Data Controller is Noak Bridge Parish Council. Data Protection Registration Certificate: ZA197291

The Data Processor is Basildon Borough Council.

Access to images by third parties will only be allowed in limited and prescribed circumstances.

Disclosure of images will be limited to the following:-

- a) law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- b) prosecution agencies
- c) legal representatives
- d) The media, where it is assessed by the Police that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that assessment the wishes of the victim of an incident should be taken into account
- e) The people whose images have been recorded and retained (Data Subject) unless disclosure to an individual would prejudice the criminal enquiries or criminal proceedings

9. Do the images need to be able to identify individuals, or could the scheme use other images not capable of identifying individuals? Explain why images that can identify people are necessary in practice. For example cameras deployed for the purpose of ensuring traffic flows freely in a town centre may not need to be able to record images of identifiable individuals, whereas cameras justified on the basis of dealing with problems reflected in documents showing the current crime hotspots may need to capture images of identifiable individuals.

Clearview Communications, Basildon Council's maintenance provider carry out pre-planned maintenance (PPM) on an annual basis on all CCTV cameras and associated hardware and these results are given to the Council. Where cameras are not providing evidential quality images, they will be assessed and evaluated for a phased upgrade.

The CCTV system at this location is designed to detect and monitor an area with some expectation on recognising an individual.

The criteria to enable the identification is dictated by home Office recommendation, (10% detection, 25% recognition, & 100% identification). Camera are assessed to have the ability to meet the objectives of each of the four stages.

10. Will the surveillance camera equipment being installed and the system of work being adopted be sustainable? Is there sufficient funding for the scheme? Consideration should be given as to how the revenue costs (e.g. monitoring, transmission) are going to be met, to ensure that the

system remains effective and justified over its projected lifespan. State how long funding has been secured for.

Noak Bridge Parish Council have an SLA (Service Level Agreement) in place with Basildon Borough Council for the monitoring of the CCTV and to manage the maintenance contract on their behalf.

11. Will the particular system/equipment being considered deliver the desired benefit now and in the future? State how the system will continue to meet current and future needs, including your review policy and how you will ensure that your system is up to date. It is recommended that you conduct a minimum of an annual review of your system in order to consider whether it is still appropriate and able to meet the specified need it was set up to deliver.

The CCTV system provides a good overview of a busy location within Noak Bridge.

12. What future demands may arise for wider use of images and how will these be addressed? Consider whether it is possible that the images from the surveillance camera scheme will be used for any other purpose (e.g. traffic monitoring, enforcement, ANPR) in future and how such possibilities will be addressed. Will the cameras have a future dual function?

It is unlikely that Noak Bridge Parish Council decides to use facial recognition, ANPR or any other analytics in the near future.

Human Rights Act 1998

Section 6(1) of the Human Rights Act 1998 (HRA) provides that it is unlawful for a public authority to act in a way which is contrary to the rights guaranteed by the European Convention on Human Rights. Therefore in addition to the above, if you are a public authority, you must make sure that your system complies with the requirements under the HRA.

1. Is the system established on a proper legal basis and is it operated in accordance with the law? State the statutory or other powers which provides the basis for the activity.

How the CCTV system operates is fully documented in the Code of Practice and CCTV Policy. Both documents are available on the Council website.

Section 7 of the Crime and Disorder Act 1998 placed a responsibility on local authorities to combat crime and anti-social behaviour. This provides a statutory framework enabling local authorities to consider how their services could contribute to reducing crime and disorder, as well as their impact on social and community factors against that affect crime levels.

The Data Protection Act 2018, Part 3 – Allows Basildon Borough Council to act as a competent authority and process personal data including Special Category Information for the prevention, investigation, detection or prosecution of criminal offences.

2. Is the system necessary to address a pressing need, such as public safety, crime prevention or national security? Articulate the problem and why this is a pressing concern.

The council has invested in the use of public CCTV system with proactive monitoring to assist its statutory requirements to reduce crime, disorder, enhance its ability to manage emergency incidents and improve public safety. Monthly and annual statistics show its effectiveness and the continued

pressing need for it.

Yes. The CCTV system is necessary for Public Safety, Crime Prevention and National Security purposes.

The Council has invested in the use of monitored Public Space CCTV to assist in meeting its statutory requirements to reduce crime, disorder, substance misuse, protect public buildings and areas, improve public safety and confidence, and to assist the Emergency Services and Emergency Planning in identifying and managing emergency incidents.

3. Is it justified in the circumstances? Provide the justification.

Yes. Noak Bridge Parish Council's Public Space CCTV system provides operational and evidential benefit to the Council, Emergency Services, Retail Premises, Licensed Premises, and to the public.

Correct use of public CCTV has shown to be of considerable operational and evidential benefit to the authority and emergency services. Dependency on CCTV remains high as other resources are limited.

4. Is it proportionate to the problem that it is designed to deal with? Explain why the level of privacy interference is proportionate to the overall privacy impact.

Yes. The Public Space CCTV system enables 24/7 monitoring of areas at risk of crime and disorder.

The CCTV system assists, supports and complements the work of the Council, Emergency Services, and the members of the Safer Basildon Partnership in reducing crime, disorder, substance misuse, and re-offending, and in protecting public buildings and areas, and improving public safety and confidence.

The CCTV system is operated within the relevant legislation and Codes of Practice.

The system and the way it is operated is deemed proportional by its professional accreditations and its proven success. There are measures in place to protect personnel privacy and ensures that the system always operates with due regard to this

5. Do any of these measures discriminate against any particular sections of the community?

Detail whether the proposed surveillance will have a potential discriminatory or disproportionate impact on a section of the community. For example establishing a surveillance camera system in an area with a high density of one particular religious or ethnic group.

The system and its audit processes together with its training of staff ensures that discrimination in all its forms are not breached by its staff. All monitoring has to be justifiable.

PRIVACY IMPACT ASSESSMENT LEVEL TWO

The Level 2 privacy impact assessment template is designed to give organisations a simple and easy to use document to record various placements and devices on their surveillance camera system and to demonstrate the recognition and reduction of 'risk' to privacy impact across their network or system.

This document seeks to satisfy the privacy impact assessment in principle two of the Surveillance Camera Code of Practice.

Principle 2 - The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

When looking at the obligation under the code a risk assessment methodology has been developed to help organisations identify any privacy risks to individual or specific group of individuals (e.g. children, vulnerable people), compliance risks, reputational risks to the organisation and non-compliance with the Protection of Freedoms Act and/or the Data Protection Act.

A system that consists of static cameras in a residential housing block will generally present a lower risk than a system that has multiple High Definition Pan Tilt and Zoom (PTZ) cameras. However, the privacy impact assessment should help identify those cameras (irrespective of the type) that may be directed at a more vulnerable area (e.g. a children’s play area) and therefore presenting a higher privacy risk. This approach allows the organisation to document a generic approach to the intrusion into privacy, catalogue your cameras by type and location, and finally identify any cameras that present specific privacy risks and document the mitigation you have taken.

An example of a risk assessment guide is shown in Appendix One

When undertaking a privacy impact assessment, it is important to be able to confirm where the organisation’s cameras are sited. The system asset it is considered to be good practice for all organisations to maintain an asset register for all of their devices. This allows the system owner to record each site and equipment installed therein categorised in a manner to lead into the level two process.

If any new site or installation sits outside of the pre-defined fields, then new categories can be added as required

Overall step one and step two will cover the uses of devices of the system. However, it may not be practicable to publicly list or categorise each individual asset.

A register can be developed to capture the information required.

Template – Level Two

Step 1 (definition of camera types utilised)

Cameras Specification: System operator owner should include below all camera types and system capabilities (e.g. static, PTZ, panoramic, ANPR) and their likely application and expected use. This will differ by organisation, but should be able to reflect a change in the cameras ability due to upgrade.

Please see example below:

ID	Camera types	Makes and models used	Amount	Description	Justification and expected use
1.	Fixed External Static	Not known.	3	Static images, no movement or zoom function	Public space monitored and recorded at the CCTV Control room. Prevention and detection of crime and disorder, public safety, site security, enforcement and other listed permitted uses under DPA registration

Step 2 (location assessment)

Location: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. This list should use the specifications above which ID (types) are used at each specific location.

CAT	Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)
A.	Shopping parade and public car park	1	3	24hrs	Ability to monitor 24hrs per day (as part of security officer role). Site will mostly be monitored retrospectively.	The privacy level expectation in public areas are low. These areas have appropriate signage for CCTV its use, purpose and contact details. All recording and evidence downloads are secure and managed by the CCTV Manager and security staff at Basildon Borough Council.
B.	Parks/ Play areas		None			
C.	Housing blocks internal		None			
D.	Housing estate (street)		None			
E.	Residential street	1	3	24hrs	Limited due to the fact these are static cameras	The privacy level expectation in residential streets is medium. Cameras are set to minimise the coverage of residential properties. These areas have appropriate signage for CCTV, its use, purpose and contact details. All recording and evidence downloads are secure and managed by the CCTV Manager at Basildon Borough Council.

Step 3 (Cameras where additional mitigation required)

Asset register: It is considered to be good practice for all organisations to maintain an asset register for all of their devices. This allows the system owner to record each site and equipment installed therein categorised in a manner to lead into the level two process.

If any new site or installation sits outside of the pre-defined fields, then new categories can be added as required

Overall step one and step two will cover the uses of devices of the system. However, it may not be practicable to publicly list or categorise each individual asset.

Please document here any additional mitigation taken on a camera or system to ensure that privacy is in line with the ECHR requirements.

Camera number	Reviewed	Camera type	Location category	Further mitigation/ comments (optional)
1	10.10.24	Static bullet	A, E	Narrative: Front LHS
2	10.10.24	Static bullet	A, E	Narrative: Front Middle
3	10.10.24	Static bullet	A, E	Narrative: Front RHS

Step 4 (Mitigation for specific cameras that have high privacy risks)

For the occasion where there is a very high impact an Authority may wish to conduct an extensive PIA of specific installations and the site and have it fully documented.

PIA for specific installations

Camera number

Camera location

Privacy risk(s)	Solution	Outcome (Is the risk removed, reduced or accepted)	Justification (Is the impact after implementing each solution justified, compliant and proportionate to the aim of the camera?)

Agreed with:

Signature

Noak Bridge Parish Council

Date

Review date

APPENDIX ONE: PRIVACY RISK ASSESSMENT MATRIX

Scoring could be used to highlight the risk factor associated with each site if done utilising the risk matrix example shown below.

Matrix Example:

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

APPENDIX TWO: STEPS INVOLVED IN CONDUCTING A PRIVACY IMPACT ASSESSMENT

