Data protection impact assessments

template for carrying out a data protection impact assessment on surveillance camera systems

**Project name:**

**Data controller(s):** Chudleigh Town Council

**This DPIA template should be completed with reference to the guidance provided by the Surveillance Camera Commissioner and the ICO. It 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.**

1. Identify why your deployment of surveillance cameras requires a DPIA[[1]](#footnote-1)**:**

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

[x]  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)

|  |
| --- |
|       |

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)?

|  |
| --- |
| GDPR - Review of current system. |

**Describe the processing**

**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 time period; housing and community issues, etc.

|  |
| --- |
| Public areas. For prevention of crime and public safety |

**4. 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?

|  |
| --- |
| Members of the public - Not targeting any specifc demographic  |

**5. 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.

|  |
| --- |
| Chudleigh Town Council will be the sole user.Evidence will be provided for police on request |

**6. How is information collected? (tick multiple options if necessary)**

[x]  Fixed CCTV (networked) [x]  Body Worn Video

[ ]  ANPR [ ]  Unmanned aerial systems (drones)

[ ]  Stand-alone cameras [ ]  Redeployable CCTV

[ ]  Other (please specify)

|  |
| --- |
| Fixed cctv |

**7. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram.** Indicate whether it 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.

|  |
| --- |
| CCTV is automatically captured and destroyed after 31 days, unless any cause to review evidence in which it will be downloaded, but not kept by CTC |

**8. Does the system’s technology enable recording?**

[x]  Yes [ ]  No

If recording is enabled, state where it is undertaken (no need to stipulate address, just Local Authority CCTV Control room or on-site will suffice for stand-alone camera or BWV), and whether it also enables audio recording.

|  |
| --- |
| Local stored in secure local council office |

**9. If data is being disclosed, how will this be done?**

[x]  Only by on-site visiting

[x]  Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)

[ ]  Off-site from remote server

[ ]  Other (please specify)

|  |
| --- |
| Attend site to collect data - signed over as evidence from Council Offices. |

**10. 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

[x]  Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies

[x]  Recorded data disclosed to authorised agencies to provide intelligence

[ ]  Other (please specify)

|  |
| --- |
|       |

**Consultation**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder consulted** | **Consultation method**  | **Views raised** | **Measures taken** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Consider necessity and proportionality**

**12. 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.

|  |
| --- |
| Public spaces monitoring/ Health and Safety |

**13. 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.

|  |
| --- |
|  Visable signage in cctv locations Data Subect Access Request Policy avaiabke fron the Town Hall |

**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?

|  |
| --- |
| Restricted access to the equipement and the recorded data |

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

|  |
| --- |
| 31 days  |

**16. Retention Procedure**

[x]  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)

|  |
| --- |
|       |

**17. How will you ensure the security and integrity of the data?** How is the dataprocessed 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?

|  |
| --- |
| There are no internation transfers, it is not connected to the web.The data is processed by authorised personnel, and in a secure room. |

**18. 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.

|  |
| --- |
|       |

**19. 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.

|  |
| --- |
| There are no alternative safety measures for building and asset security. Improved lighting has been achieved within the Town Hall. |

**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? [x]  Yes [ ]  No

Are there auditing mechanisms? [x]  Yes [ ]  No

If so, please specify what is audited and how often (e.g. disclosure, production, accessed, handled, received, stored information)

|  |
| --- |
| As per data protection policy |

**Identify the risks**

Identify and evaluate the inherent risks to the rights and freedoms of individuals relating to this surveillance camera system. Consider, for example, how long will recordings be retained? Will they be shared? What are the expectations of those under surveillance and impact on their behaviour, level of intrusion into their lives, effects on privacy if safeguards are not effective? Could it interfere with other human rights and freedoms such as those of conscience and religion, expression or association. Is there a risk of function creep? Assess both the likelihood and the severity of any impact on individuals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Describe source of risk and nature of potential impact on individuals.** Include associated compliance and corporate risksas necessary.  | **Likelihood of harm** | **Severity of harm** | **Overall risk**  |
| Risk to individuals rights and freedoms | Remote, possible or probablelow | Minimal, significant or severelow | Low, medium or highlow |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Describe source of risk and nature of potential impact on individuals.** Include associated compliance and corporate risksas necessary.  | **Likelihood of harm** | **Severity of harm** | **Overall risk**  |
|       | Remote, possible or probable      | Minimal, significant or severe      | Low, medium or high      |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Address the 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. Make an assessment of residual levels of risk.

**Note that APPENDIX ONE allows you to record mitigations and safeguards particular to specific camera locations and functionality.**

|  |
| --- |
| **Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk** |
| **Options to reduce or eliminate risk** | **Effect on risk** | **Residual risk** | **Measure approved?** |
| Reduce retention period- in line with local police authority suggested times | Eliminated reduced acceptedno | Low medium highlow | Yes/non/a |
|       |       |       |       |
|       |       |       |       |
| **Options to reduce or eliminate risk** | **Effect on risk** | **Residual risk** | **Measure approved?** |
|       | Eliminated reduced accepted      | Low medium high      | Yes/no      |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**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](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/) is on the ICO website.

|  |  |  |
| --- | --- | --- |
| **Item**  | **Name/date** | **Notes** |
| Measures approved by: Chudleigh Town Council | Full Council 03/02/2025 | Integrate actions back into project plan, with date and responsibility for completion. |
| Residual risks approved by:Chudleigh Town Council | Full Council 03/02/2025 | If you identify a high risk that you cannot mitigate adequately, you must consult the ICO before starting to capture and process images. |
| DPO advice provided by:       |       | DPO should advise on compliance and whether processing can proceed. |
| Summary of DPO advice       |
| DPO advice accepted or overruled by:      (specify role/title) |       | If overruled, you must explain your reasons. |
| Comments:       |
| Consultation responses reviewed by:       |  | If your decision departs from individuals’ views, you must explain your reasons. |
| Comments:       |
| This DPIA will be kept under review by:       |  | The DPO should also review ongoing compliance with DPIA. |

**APPENDIX ONE**

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**: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. Examples are provided below.

| **Location type** | **Camera types used** | **Amount** | **Recording** | **Monitoring** | **Assessment of use of equipment (mitigations or justifications)** |
| --- | --- | --- | --- | --- | --- |
| Town centre | Allfixed | 3 | 24hrs | Stored for later review if required | The privacy level expectation in a town centre is very low; our town centres are well signed with appropriate signage for CCTV its use and purpose with contact details. |
| Public car park | fixed and 2 ptz | 4 | 24 hours | Stored for later review if required | The privacy level expectation in a town centre is very low; our town centres are well signed with appropriate signage for CCTV its use and purpose with contact details. |
| Parks and Play areas | ptz and fixed | 7 | 24 hours | Stored for later review if required |  Well signed with appropriate signage for CCTV its use and purpose with contact details. |
| Town Hall internal | fixed | 5 | 24 hours | Stored for later review if required |  Well signed with appropriate signage for CCTV its use and purpose with contact details |
| Body worn cameras | Body warn camers | 4 | As an when necessary- only switched on during an incident | Potential evidence gathering only  | Verbal communication/warning when they are activated. |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**APPENDIX TWO: STEPS IN CARRYING OUT A DPIA**

**APPENDIX THREE: DATA PROTECTION RISK ASSESSMENT MATRIX**

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 low impact – High number, High Impact |
| LocationTypesA (low impact)Z (high impact) |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**NOTES**

|  |
| --- |
| Chudleigh Town Council has a low number of cameras which equates to low impact. |

1. <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/when-do-we-need-to-do-a-dpia/> [↑](#footnote-ref-1)