

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



**Project name:** Kingsbridge Town Council Closed Circuit Television (CCTV) System

**Data controller(s):** Kingsbridge 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<sup>1</sup>:**

- |   |   |
|---|---|
| <input type="checkbox"/> Systematic & extensive profiling | <input type="checkbox"/> Large scale use of sensitive data        |
| <input checked="" type="checkbox"/> Public monitoring     | <input type="checkbox"/> Innovative technology                    |
| <input type="checkbox"/> Denial of service                | <input type="checkbox"/> Biometrics                               |
| <input type="checkbox"/> Data matching                    | <input type="checkbox"/> Invisible processing                     |
| <input type="checkbox"/> Tracking                         | <input type="checkbox"/> Targeting children / vulnerable adults   |
| <input type="checkbox"/> Risk of harm                     | <input type="checkbox"/> Special category / criminal offence data |
| <input type="checkbox"/> Automated decision-making        | <input type="checkbox"/> Other (please specify)                   |

The DPIA is required because CCTV cameras monitor public areas with high footfall thereby posing a high risk to the rights and freedoms of natural persons.

**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)?

Kingsbridge Town Council currently manages CCTV at 5 locations (Quay House grounds, Duncombe Park, Town Square, Recreation Ground, Quay House and Quay Car Park) however, it is planned to expand the CCTV system to cover Fore Street and deploy a further CCTV camera in the Recreation Ground. Data is processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

**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.

There have been several occurrences of anti-social behaviour in the areas covered by the existing CCTV cameras and the Kingsbridge Neighbourhood Police team regularly request footage of incidents to assist with their investigations. There have also been several recent incidents of fly tipping in Fore Street and anti-social behaviour at the café in the Recreation Ground. Evidence has been gleaned from anecdotal communications from local residents, Police crime statistics, liaison meetings held with

<sup>1</sup> <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/>

the Police and South Hams District Council Anti-Social Behaviour Officer and physical evidence e.g. graffiti and vandalism.

The objectives of the CCTV system as determined by Kingsbridge Town Council in liaison with Devon & Cornwall Police which form the lawful basis for the processing of data are:

- a. to help reduce the fear of crime
- b. to help deter crime
- c. to help detect crime
- d. to assist the Police with identification, detection, apprehension and prosecution of offenders and to provide evidential material for court proceedings relating to crime and public order
- e. to enhance community safety, assist in developing the economic well being of the town and encourage greater use of the area and its amenities.

**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?

Kingsbridge Town Council will process the personal data of members of public in public spaces as they are walking, driving or on the water in Fore Street, Town Square, Duncombe Park, Recreation Ground, Quay Car park, Quay House grounds and in the close vicinity of all these locations. The collection of data will be specific to the objectives listed in paragraph 3. The CCTV system is operational 24/7 but is not actively monitored. The data collected is in the form of recorded video footage which is retained for 30 days from the time of recording and is then automatically deleted. Footage will only be released to investigating authorities. Kingsbridge Town Council maintains a Code of Practice for the management and operation of its CCTV system. Images of children and vulnerable groups will be captured however, proactive monitoring will only be actioned given suitable justification by an investigating authority. The movements of offenders and victims will also be captured. Some residential properties are within the range of cameras but are not targeted. Signage to alert the public that CCTV is in operation are displayed at all locations.

**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.

The data owner and controller is Kingsbridge Town Council and day-to-day operational responsibility rests with the Town Clerk. The data captured will only be shared with authorised external authorities for the purposes of crime detection. Subject access requests from members of public for CCTV images may be made via formal request and will be shared unless disclosure would prejudice criminal enquiries, criminal investigations or contravene the data protection rights of a third party in said footage whose identity cannot be protected.

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

- Fixed CCTV (networked)
- ANPR
- Stand-alone cameras
- Other (please specify)
- Body Worn Video
- Unmanned aerial systems (drones)
- Redeployable 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.

The system comprises of 21 fixed cameras and 4 pan/tilt/zoom cameras at 6 locations: Quay House grounds, Duncombe Park, Town Square, Recreation Ground, Quay House and Quay Car Park. Images captured by the cameras are transmitted via wireless video link via St Edmunds Church tower to the control room/equipment at the offices of Kingsbridge Town Council or hard wired to the latter location. Audio recording is not enabled, a watchlist is not operated nor use of automatic facial recognition. Live images will only be monitored on an essential basis as determined and authorised by Town Council staff or the Police. The data retention period is 30 days and when this timeframe is met the data is automatically deleted.

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

- 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.

Recording is enabled and is undertaken at Kingsbridge Town Council control room.

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

- Only by on-site visiting
- Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)
- Off-site from remote server
- Other (please specify)

On receipt of a completed "Access Request Form for CCTV Images" received from a third party identified at paragraph 5. and upon authorisation by the Town Clerk a staff member will interrogate the recording. If an occurrence is confirmed a copy of the footage will be downloaded to a USB device and labelled which will need to be collected and signed for from the Council Offices or, if the third party agrees, sent via recorded delivery.

**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
- Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies
- 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.

<b>Stakeholder consulted</b>	<b>Consultation method</b>	<b>Views raised</b>	<b>Measures taken</b>
Devon & Cornwall Police	In person	Support	n/a
South Hams District Council Anti-Social Behaviour Officer	In person	Support	n/a
Kingsbridge, Salcombe & Modbury Chamber of Commerce	In person	Support	n/a
Local residents	Council & Committee meetings, Annual Town Meeting & Councillor surgeries	Support	n/a


## 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.

General Data Protection Regulation Article 6. "Lawfulness of Processing" paragraph 1.e "Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller".

**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.

Signage will be installed in the vicinity of the cameras: "Kingsbridge Town Council, closed circuit television is monitoring this area, CCTV ZONE, peace of mind providing by Kingsbridge Town Council, 01548 853296".

A Code of Practice for the management and operation of the Kingsbridge Town Council closed circuit television (CCTV) system will be published on the Town Council's website.

**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?

The adequacy and relevance of the data is explained at paragraph 3. The primary purpose of the CCTV system is to provide the Kingsbridge Neighbourhood Police with footage to assist in its identification, apprehension and prosecution of offenders. The associated benefits will be monitored in liaison with the Police and South Hams District Council Anti-Social Behaviour Officer with regard to crime statistics, investigations and prosecutions where CCTV footage has been used as evidence.

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

CCTV footage is retained for 30 days duration.



## 16. Retention Procedure

- 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 data processed 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?

The CCTV Control Room is located at the Council Offices which can only be accessed by Town Council Staff and the Police. The equipment is password protected. The Town Council's contractor has achieved NACOSS Gold for its design, installation and maintenance of video surveillance systems. There will be no international transfers.

**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.

The Town Council's Code of Practice identified at paragraph 13. includes the Access Request Form.

**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.

The Town Council will review the requirement for its CCTV system on an annual basis. At the last review it was determined given Police, business and public support for the CCTV system to be retained.

**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?       Yes       No

Are there auditing mechanisms?       Yes       No

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

The Code of Practice identified at paragraph 13. will be published on the Town Council's website and subject to annual review.

## 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.

<b>Describe source of risk and nature of potential impact on individuals.</b> Include associated compliance and corporate risks as necessary.	<b>Likelihood of harm</b>	<b>Severity of harm</b>	<b>Overall risk</b>
Invasion of privacy	Remote, possible or probable Possible	Minimal, significant or severe Significant	Low, medium or high Medium
Excessive or inappropriate monitoring	Remote	Significant	Low
CCTV policies and procedures are not in place, are not robust and not updated as required	Possible	Significant	Low
Inappropriate disclosure of personal data	Possible	Significant	Low

<b>Describe source of risk and nature of potential impact on individuals.</b> Include associated compliance and corporate risks as necessary.	<b>Likelihood of harm</b>	<b>Severity of harm</b>	<b>Overall risk</b>
Personal data retained for longer than required	Remote, possible or probable Remote	Minimal, significant or severe Minimal	Low, medium or high Low/Inv

## 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.**

<b>Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk</b>			
<b>Options to reduce or eliminate risk</b>	<b>Effect on risk</b>	<b>Residual risk</b>	<b>Measure approved?</b>
Invasion of privacy - the very nature of CCTV in the public domain determines that there will be a degree of intrusion however, its use is considered proportionate. Cameras are not directed at residential property and orientated towards street level.	Eliminated reduced accepted Reduced	Low medium high Low	Yes/no Yes
Excessive or inappropriate monitoring - CCTV footage will not be actively monitored in real time unless an ongoing incident requires it. The control equipment is password protected and the control room has restricted access.	Reduced	Low	Yes
CCTV policies and procedures are not in place, are not robust and not updated as required - Town Council documentation will be reviewed on an annual basis by the Property & Recreation Committee to include any updates from the Surveillance Camera Commissioner.	Reduced	Low	Yes

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
Inappropriate disclosure of personal data - the Town Council will only provide footage, on request, to Devon & Cornwall Police for the interrogation of incidents and suspected offences. Members of public may submit a subject access request to receive footage of themselves.	Eliminated reduced accepted Reduced	Low medium high Low	Yes/no Yes
Personal data retained for longer than required - CCTV footage is automatically deleted after 30 days unless the Town Council is notified beforehand by the Police, other authorised external investigation authority or a data subject.	Accepted	Low	Yes

## 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](#) is on the ICO website.

<b>Item</b>	<b>Name/date</b>	<b>Notes</b>
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion.
Residual risks approved by:		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:		

Date and version control: 19 May 2020 v.4

This DPIA will be kept under review by:		The DPO should also review ongoing compliance with DPIA.
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## 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)
Quay House grounds	To be supplied by the contractor	5	24 hours	n/a	The privacy level expectation in a town centre is very low; the area has appropriate signage for CCTV its use and purpose with contact details.
Duncombe Park	Ditto above	3	24 hours	n/a	The privacy level in a public park is very low: the area has appropriate signage for CCTV its use and purpose with contact details.
Town Square	Ditto above	4	24 hours	n/a	The privacy level in a civic space is very low; the area has appropriate signage for CCTV its use and purpose with contact details.
Recreation Ground	Ditto above	5	24 hours	n/a	The privacy level in a public park is very low: the area has appropriate signage for CCTV its use and purpose with contact details.
Quay House	Ditto above	3	24 hours	n/a	The privacy level in a civic space is very low; the area has appropriate signage for CCTV its use and purpose with contact details.
Quay Car Park	Ditto above	5	24 hours	n/a	The privacy level in a civic space is very low; the area has appropriate signage for CCTV its use and purpose with contact details.

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Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)

## 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)								
	→								
Location	Green	Green	Green	Orange	Orange	Orange	Orange	Orange	Orange
Types	Green	Green	Green	Orange	Orange	Orange	Orange	Orange	Orange
A (low impact)	Green	Green	Green	Orange	Orange	Orange	Orange	Orange	Orange
Z (high impact)	Orange	Orange	Orange	Orange	Red	Red	Red	Red	Red
	Orange	Orange	Orange	Orange	Red	Red	Red	Red	Red
	Orange	Orange	Orange	Orange	Red	Red	Red	Red	Red
	Orange	Orange	Orange	Orange	Red	Red	Red	Red	Red
	Orange	Orange	Orange	Orange	Red	Red	Red	Red	Red

## NOTES

This draft data protection impact assessment will be considered by Kingsbridge Town Council at the full council meeting to be held on 10 December 2024 regarding its current CCTV cameras and ambitions to introduce further surveillance cameras in Fore Street and the Recreation Ground.

