

# ORWELL PARISH COUNCIL

## CCTV Privacy Impact Assessment Form

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### 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 be met whenever possible.
- 1.2 The purpose of this PIA is to ensure compliance with 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.
- 1.3 Principle 2 identifies 'the need for a privacy impact assessment process to be undertaken whenever the development or review of a surveillance camera system is being considered to ensure that the purpose of the system is and remains justifiable, there is consultation with those most likely to be affected, and the impact on their privacy is assessed and any appropriate safeguards can be put in place. Where such an assessment follows a formal and documented process, such processes help to ensure that sound decisions are reached on implementation and on any necessary measures to safeguard against disproportionate interference with privacy. In the case of a public authority, this also demonstrates that both the necessity and extend of any interference with Article 8 rights has been considered'.
- 1.4 A privacy impact assessment also helps assure compliance with obligations under the Human Rights Act 1998 in particular Article which specifies that;
- (1) Everyone has the right to respect for his private and family life, his home and his correspondence.
  - (2) There shall be no interference by a public authority with the exercise of this right except such as in accordance with the law and as is necessary in a democratic society in the interests of national security, public safety or the economic wellbeing of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.
- 1.5 'Personal data' as defined by Section 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.

## 2. Storage

- 2.1 Orwell Parish Council (MPC) CCTV operates a Code of Practice which ensures compliance with relevant legislation in relation to the management and operation of public space CCTV.
- 2.2 The CCTV is monitored and staffed by the Clerk and Chairman of MPC or other nominated Parish Councillor and is operational 24 hours a day, 365 days a year.
- 2.3 CCTV recording equipment is contained within an additional secure storage area within the pavilion. Access to this area is for authorised personnel only.
- 2.4 Recorded images are recorded and retained for 28 days before being recorded over. Recorded images will only be retained for longer than 31 days if a request is made under the Data Protection Act, Freedom of Information Act, the Policy and Criminal Evidence Act 1984 or the Criminal Procedures and Investigations Act 1996.

## Responsible person contact details

Name: Judy Damant

Title: Clerk to the Council

Organisation: Orwell Parish Council

Email: [clerk@orwellparishcouncil.co.uk](mailto:clerk@orwellparishcouncil.co.uk)

Telephone: 01763 269928

## Orwell Parish Council CCTV Privacy Impact Assessment Form

(Judy – from here down is different information as this was for Meldreth)

**LOCATION: Pavilion Building on the Recreation Ground**

|    |   |  |
|----|---|--|
| 1  | Why are cameras being considered for installation?  | To protect the premises and its assets.<br>To assist in identifying, apprehending and prosecuting offenders.   |
| 2. | Has there been consultation before the cameras were installed?  | NO   |
|    | If no, why wasn't it undertaken?  | The premises had been vandalised on numerous occasions and then there was a theft of the workmen's tools during the refurbishment. It was not felt by the Parish Council that a village consultation would be needed.                    |
| 3. | What type of cameras are in place?  | Hikvision DS-2CD2142FWD-1 4MP IR Vandal Dome Camera  |
|    | Is the audio recording an available feature of this camera  | NO   |
| 4. | Do the cameras have any other camera specific or software related features such as Automatic Number Plate Recondition, Facial Recognition, Movement Analysis? | NO   |
| 5. | Do the cameras have the capacity to record personal information   | YES  |
| 6. | If yes, please explain what and why?  | The cameras are installed for community safety purposes in accordance with the Codes of Practice. Any release of such evidence will be carried out under the DPA 1998, PACE 1984 or the Criminal Procedures and Investigations Act 1996. |
| 7. | Is there any chance of this footage being released in the public domain?  | YES  |
| 7a | If YES, explain why and what are the controls in place?   | Images could be released into the public domain if it is in the interest of the identification of a suspect(s) involved in crime, public safety, national security or missing persons in accordance with our codes of practice.          |
| 8. | Is there a Data Protection Act Complaint sign clearly displayed in close proximity of the camera to make people aware that CCTV is in operation?              | YES  |

|    |   |   |
|----|---|---|
| 9. | Do the cameras cover any part off any property where there is an expectation of privacy?    | NO  |
| 9a | What measures have been taken to prevent observation of these areas?                        | The cameras are not placed where they overlook any other property |
| 10 | Does any additional action need to be taken to reduce the impact on privacy by this camera? | N/A   |

|    |  |  |
|----|--|--|
| 1. | Has the purpose of the camera(s) been reviewed?  | To be reviewed annually<br>Date: June 2019 |
| 1a | What was the outcome of the review?  |  |
| 2. | Has the Parish Council every received a complaint relating to the impact on privacy by this camera | NO   |
| 2a | Please give details of the source and nature of the complaint and the outcome                      | N/A  |

| Action to be taken | Responsibility of | By When | Status | Completed Date |
|--------------------|-------------------|---------|--------|----------------|
|                    |                   |         |        |                |

Assessor:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Manager:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_