PRIVACY IMPACT ASSESSMENT

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

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**](https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf).

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:

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| Julie Richardson Nursing Home, 14 Dashwood road, Banbury, OX16 5HD |

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| Date of assessment | 10/01/2020 |

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| Review date | 10/01/2021 |

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| Name of person responsible | Charles Taylor |

### 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.

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| Over the past 12 months we have had 3 allegations of safeguarding concerns regarding the behaviour of our staff towards residents. Upon investigation we believe that there was no untoward care provided to any individuals under our care. In many of these cases is was particularly difficult to investigate because our residents are not able to recall specific events and therefore the incidents in question could only be investigated by interviewing staff. The use of CCTV in public areas of the building would assist us in managing these allegations once they are made. It would also enable us to carry out spot checks on staff behaviour to ensure that untowards behaviour that could lead to harm to patients was not being carried out. |

**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.

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| The safeguarding concerns raised usually revolve around the care services delivered to individuals. Having CCTV within the public areas would enable us to pinpoint which staff members were providing services to individuals at the time complaints were made so that these could be more thoroughly investigated. In addition having the cameras in the corridors and lounges would enable us to monitor staff performance when investigating any allegations of abuse or neglect. |

**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.

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| We have carried out a consultation with all residents, relatives and staff regarding the implementation of the CCTV. This included a map of where the CCTV would be placed and the areas covered. The response to this was overwhelmingly in support of the initiative. We sent consultation forms to all relatives, residents and staff members. In total we had responses from 4 residents, 25 staff members and 12 relatives, of these only one relative thought that implementation of CCTV was a bad idea, as they disagreed with this based on personal political values. We therefore concluded that the staff, residents and rtelatives were supportive of the use of CCTV in the way that we have described using it and will therefore go ahead with the installation. |

**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.

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| We have managed the care home for many years without the use of CCTV. Over this time we have been reliant particularly on individuals recollections of events. this was acceptable in the past however recently the number of safeguarding concerns raised in our group has gone up significantly, and we belive that in this new climate of incresing accusations we need to have better tools to investigate any allegations. In addition the time between an incident occuring and an allegation being made has increased considerably. These two factors have led us to decide that the previous reliance on individual staff recollection is not sufficient and additional protection for ourselves as an organisation and for our residents is required. |

**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.

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| We hope to prevent negative practices through the deterent of having a CCTV system. We will also use the system to investigate concerns raised about our service so that we can investigate these more thoroughly and learn from them as an organisation. |

**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.

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| We are proposing installing cameras in only the corridor and lounge areas of the nursing home, and externally to cover the front and rear entrances to the nursing home. The corridor areas are briefly travelled through and no personal care or private matters will be carried out within these areas. The lounge areas have no personal care delivered, although they are used more frequently by residents. Externally the camera's cover the rear carpark and front garden. These areas are walked through to access the homes but no personal or private events. We therefore believe that the impact on peoples privacy will be the recording of movement around the care home and recording of residents and staff interacting within the lounges, but not extending to recording any personal care. This information will be stored on a secure hardrive on site that will be locked away so that it cannot be stolen. Information sill be kept for 3 months on this hard-drive. This length of time is because it takes on average 3 months for a safeguarding concern to be raised with ourselves and a shorter time frame would therefore not enable us to investigate these concerns. After this 3 month period the data will be automatically overwritten. |

**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.

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| As we are not expecting to record any personal care we are not planning to have any privacy zones within the cameras. Cameras have been positioned to just see into the corridors and lounges and avoid looking into resident rooms so that we are extremely unlikely to capture any personal care being carried out. We will however monitor this once CCTV is installed and make any changes that may be required.  We will be setting up the hard drive to automatically delete video footage after a period of time so that we are not keeping this for longer than necessary. |

**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.

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| This video will only be accessible by Charles Taylor, Director, our Registered Manager and the Quality Manager. |

**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.

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| The images need to identify individuals to meet the needs suggested. |

**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.

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| Yes |

**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.

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| We have received a quotation from a specialist CCTV provider to ensure that the equipment meets our requirements. |

**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?

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| Where these images are used for statutory investigations it may be necessary to show these to Oxfordshire County Council, the statutory body responsible for investigating safeguarding concerns. We will try to show only the minimum level of footage required for the investigation. If criminal prosecutions are sought then we will also be required to provide CCTV footage to the Police. |

### 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.

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| N/A |

**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.

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| N/A |

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

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| N/A |

**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.

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| N/A |

**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.

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| N/A |

# 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 publically 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** |
| --- | --- | --- | --- | --- | --- |
|  | In corridors | IC Realtime OPTIC-1S-DF3-IO | 11 | IC Realtime OPTIC-1S-DF3-IO – 3MP Fixed Dome IP Camera | These will record 24/7 within the corridor areas. These will be used to assist in dealing with complaints and safeguarding issues raised witihn the home to help prove when staff were liaising with patients. They may also be used to carry out spot audits to check that patients are receiving required levels of support to preempt the above-mentioned complaints. |
|  | In lounge | C Realtime OPTIC-1S-DF3-IO | 5 | IC Realtime OPTIC-1S-DF3-IO – 3MP Fixed Dome IP Camera | These will record 24/7 within the Lounge areas. These will be used to assist in dealing with complaints and safeguarding issues raised witihn the home to help prove when staff were liaising with patients, and what they were doing when interacting with the residents. They may also be used to carry out spot audits to check that patients are receiving required levels of support to preempt the above-mentioned complaints. |
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### 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)** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Corridors | 1 | 11 | full time | Ad-hoc | These cameras will not be regularly viewable without password access as there is no "view station" with display access and the footage must be accessed over the network. Care homes are increasingly regularly accused of abuse towards residents by a number of external sources. We believe that having CCTV within the building will allow us to more robustly defend ourselves when these allegations are made against us without cause. It will also enable us to accurately indentify staff and situations so that action can be taken if these allegations have substance. |
|  | Lounges | 1 | 5 | full-time | Ad-hoc | These cameras will not be regularly viewable without password access as there is no "view station" with display access and the footage must be accessed over the network. Care homes are increasingly regularly accused of abuse towards residents by a number of external sources. We believe that having CCTV within the building will allow us to more robustly defend ourselves when these allegations are made against us without cause. It will also enable us to accurately indentify staff and situations so that action can be taken if these allegations have substance. |
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### 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 publically 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)** |
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### 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 | 0 |

|  |  |
| --- | --- |
| Camera location | As there are no cameras pointing into individual residents rooms we believe that we are taking all necessary steps to protect peoples privacy. |

| **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?) |
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| Agreed with: | Consultation held with residents and Relatives |

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| Signature | Charles Taylor |

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| Date | 10/01/2020 |

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| Review date | January 2021 |

# 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:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Camera Types (low number low impact – High number, High Impact | | | | | | | | |
| Location  Types  A (low impact)  Z (high impact) |  |  |  |  |  |  |  |  |  |
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# APPENDIX TWO: STEPS INVOLVED IN CONDUCTING A PRIVACY IMPACT ASSESSMENT

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| Understand and establish the pressing need through problem analysis. Consider all possible solutions e.g. lighting, target environmental, hardening etc. If a surveillance camera system identified as most appropriate, then conduct a privacy impact assessment. |
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| Identify the legal basis for the surveillance camera system. |
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| Identify the personal information the system will gather and consider how it will be used. |
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| Identify the level of privacy intrusion and privacy risks through consultation with stakeholders  and the public. |
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| Weigh up the necessity and proportionality of your system against any privacy intrusion. |
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| Find ways to reduce the privacy intrusion to proportionate levels or decide not to proceed. |
|  |
| Review your system regularly (at least annually) to ensure that it remains necessary and privacy intrusion is justified and proportionate. |