

Runnymede Borough Council

CCTV Privacy Impact Assessment Form

Author – Safer Runnymede Manager

CCTV Camera Number (s):

Location:

This form establishes the impact of CCTV on people’s privacy and should be used to assess whether CCTV is justified and how it should be operated in practice. Once completed it should be reviewed annually.

	Issues to be considered	Results of assessment
(i)	Who will be using CCTV Images?	<p>The images will be used by the Local Authority to assist colleagues at Surrey Police.</p> <p>Other agencies e.g.: the Health and Safety Executive or Insurance Companies may seek access to images for similar purposes.</p> <p>All such requests will be considered in accordance with the well-established CCTV Code of Practice, Council policies and procedures.</p> <p>The CCTV cameras are operated under the governance of the:</p> <ul style="list-style-type: none"> • Human Rights Act • General Data Protection Regulations / DPA 2018 • The Health and Safety Executive • Regulation of Investigatory Powers Act (RIPA) • The Freedom of Information Act • Protection of Freedoms Act
(ii)	Who will be legally responsible under the Data Protection Act?	The Corporate Head of Law of Governance at Runnymede Borough Council is the data controller for the CCTV System
(iii)	<p>Why do you need CCTV in this location?</p> <p>What problems it is meant to address?</p>	<ul style="list-style-type: none"> • XXXXXXXXX <p>It will address:</p> <ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX • XXXXXXXXX • XXXXXXXXX
(iv)	What are benefits to be gained by using CCTV?	<p>It will add benefit:</p> <ul style="list-style-type: none"> • To the promotion of public safety and confidence • To the ability to obtain evidence which may be used

		<p>to support prosecutions in a secure and retrievable form</p> <ul style="list-style-type: none"> • So trained operators can obtain evidence that will be made available to Police Officers (or other agencies where appropriate) • For high quality video evidence, which is less likely to be challenged than eyewitness testimony. With a reduction in stress for victims, a saving in court time and police officer abstractions • To reducing crime & disorder • To Assist with investigations • To provide real time information about ongoing incidents (via CCTV link to Surrey Police)
(v)	<p>Can CCTV realistically deliver these benefits?</p> <p>Can other less intrusive solutions be used?</p>	
(vi)	<p>Do you need to identify individuals or can you use a scheme not capable of identifying individuals?</p>	<p>Yes it needs to be capable of identifying individuals. Where any CCTV Camera are present, there is an overwhelming need to obtain evidence capable of identifying individuals in a high-quality form for use during prosecutions</p>
(vii)	<p>Can the system deliver the benefits now and in the future?</p>	<p>Yes. This is current, State-of-the-art CCTV equipment. It is important to note the system does not use Facial Analytics or Video Biometrics to measure Human Characteristics.</p>
(viii)	<p>What future demands will arise for wider use of the images and how will you cope?</p>	
(ix)	<p>Have the views of those who will be under surveillance been taken into account?</p>	

(x)	How can you minimise intrusion of those who may be monitored if specific concerns have been raised.	<ul style="list-style-type: none"> • All staff are vetted by Surrey Police and licensed by the Security Industries Authority. • Intrusion is minimised with the employment of high trained and high-quality CCTV operators who are made aware of all strands of diversity and human rights. • Any concerns may also be reduced by effective communication with community groups with a transparent two-way interaction. • Consultation with residents will be encouraged where those residents might have privacy concerns. • Here, Digital Privacy Zones (DPZ) can also be applied where CCTV cameras have a capability to view private dwellings
(xi)	Is the system established on a proper legal basis and operated within the law: DPA, HRA, RIPA, FOIA, POFA and relevant Codes of Practice?	<ul style="list-style-type: none"> • All have been complied with(see i) • Privacy Impact Assessments are undertaken • There is a CCTV Code of Practice, Policy and operating procedures • The system is externally audited by a nationally recognised audit body
(xii)	Is the system necessary to address a pressing need, such as public safety, crime prevention, ASB or national security?	<ul style="list-style-type: none"> • Public safety • Crime prevention and detection • Anti-Social Behaviour

(xiii)	Is the system justified in the circumstances?	
(xiv)	Is it proportionate to the problem it is designed to deal with?	

Name of Officer completing form: Les Bygrave – Safer Runnymede Manager

Signature:

Date: