



Exeter
City Council

Exeter City Council CCTV Privacy Impact Assessment Support Document

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.

PIA Version 4

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1. INTRODUCTION

1.1 This Privacy Impact Assessment (PIA) CCTV is recommended in The Surveillance Camera Commissioners 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 to 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 extent of any interference with Human Rights Article 8 rights has been considered.'

1.4 A privacy impact assessment also helps assure compliance with obligations under the Human Rights Act 1998 Section 8 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 the General Data Protection Regulations 2018 means data which relates to a living individual who can be identified:

(a) From those items of 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.

2. STORAGE AND MANAGEMENT OF CCTV RECORDED DATA

2.1 The Exeter City Council CCTV Control Room operates a Code of Practice which ensures compliance with relevant legislation in relation to the management and operation of public space CCTV. The Council owns and operates a CCTV surveillance system which was first installed in 2003 and has been upgraded at various times and operates in the region of 208 cameras. In 2006 footage began to be recorded to digital media which has made information storage and searching much more flexible, secure and efficient.

2.2 The CCTV Control Room is staffed 24 hours a day, 365 days a year. All CCTV operational staff are trained and have Security Industry Authority (SIA) licences for CCTV Public Space Protection (PCP). Supervisors and Management have also undertaken training, to ensure the appropriate level of knowledge of the relevant legislation and to ensure compliance regarding CCTV evidence data recording, monitoring, viewing and retrieval.

2.3 CCTV digital recordings from cameras are securely protected and only accessible from the CCTV Control Room. The Control room has combination locked access doors, and video access password control. CCTV recording equipment is contained within a secure storage area within the CCTV Control Room. Access to this area is for authorised personnel by appointment only and all callers are authenticated prior to entry and required to sign in and out of the premises.

2.4 The control room system is supported by digital recording facilities, which will capture images at 16 frames per second. In addition incidents can be recorded in 'real time' where necessary at 25 frames per second. Digital images will be automatically erased after a set period, which will be no longer than 30 days. Recorded images will only be retained for longer than 30 days if a request is made under the General Data Protection Regulations 2018 (GDPR), Freedom of Information Act, the Police and Criminal Evidence Act 1984 or the Criminal Procedures and Investigations Act 1996. The request by a third party to retain the data results in the data being archived for a period of 4 months before being deleted or in major incident cases retained indefinitely in the secure environment on external hard drive or burnt to disc.

The CCTV and data recording system is supported by an Uninterrupted Power Supply (UPS) and generator. The UPS are programmed to maintain a power supply to essential equipment in the event of total power failure for a time no less than 3 hours, in order to allow the backup generator to take the load and mains to be reconnected.

3. RESPONSIBLE PERSON CONTACT DETAILS

Below are the contact details of the person most qualified to respond to questions regarding this Privacy Impact Assessment documentation:

Title: Control Room Operations Manager

Organisation: Exeter City Council

Email: charles.bridges@exeter.gov.uk

Telephone: 01392 665903

4. CAMERA SPECIFIC PRIOR TO INSTALLATION

No.	Question	Detail
1	Why is a camera being considered for installation?	Camera installed post 2003 for crime and disorder purposes and in line with Scheme objectives to protect public spaces and Exeter City Business Against Crime
2	Has there been consultation before the cameras were installed?	YES X NO
2a	If yes what was the outcome of the consultation?	Records are not available of each project consultation with Councillors prior to the installation of the cameras. But Council agreed to adoption of the locations and supports current site information
2b	If no why wasn't it undertaken?	N/A

5. CAMERA SPECIFIC OWN CITY CENTRE CAMERAS

No.	Question	Detail
3	What type of cameras are being considered or in place?	Analogue Cameras have been installed throughout the main city centre. 40 critical cameras are PTZ and others up to a further 168 cameras are both PTZ and fixed mainly for car park multi-story installations.
4	Is audio recording an available feature of any of these camera	YES NO X
4a	If yes What measures are in place to protect private dialogue?	N/A
5	Do the cameras have any other camera specific or software related features such as Automatic Number Plate Recognition Facial Recognition Movement analysis?	YES X NO
5a	If yes What software /function?	Pixcellation to protect views in to dwellings and residents private outside areas such as gardens.
5b	What is the purpose of having installing this function?	Privacy of persons in their own home.
5c	What measures are in place to protect privacy when using this software	Each camera is assessed at installation and then periodically to ensure the security of the person's property and privacy is retained.
5d	What protection is in place to protect private areas?	Pixcellation of the screen to blank out a particular view is used to provide extra privacy protection
6	Do the cameras have the capacity to record personal information as defined in para 1.5	YES X NO

No.	Question	Detail				
6a	If yes please explain what and why?	<p>CCTV systems are used to create a safer environment for council and shop staff, the general public and visitors to the Exeter City locality. The cameras have the ability to capture a range of images providing varying amounts of detail. When used to full potential and zoomed in they are capable of capturing identifiable images of an individual. Cameras are only used by SIA Licenced, trained operatives and the range of features available from a camera are utilised by an operator when patrolling a camera or responding to an incident. An operator may zoom in to capture an identifiable image of an individual. This would be to assess whether behaviour is suspicious, to identify if they are a suspect or victim of a crime or whether they match an identity as described in the case of a missing person for example. Any actions taken or information released will be in all cases carried out in accordance with the General Data Protection Regulations 2018, The Police and Criminal Evidence Act 1984, the Criminal Procedures and Investigations Act 1996.</p>				
7	Is there any chance of this footage being released in the public domain?	<table border="1"> <tr> <td data-bbox="962 1386 1066 1451">YES</td> <td data-bbox="1066 1386 1179 1451">X</td> <td data-bbox="1179 1386 1299 1451">NO</td> <td data-bbox="1299 1386 1402 1451"></td> </tr> </table>	YES	X	NO	
YES	X	NO				
7a	If yes explain why and what are the controls in place?	<p>Images from the Exeter City Council CCTV system could be released into the public domain if it is in the public interest. Such as the identification of a suspect involved in crime, Public Safety, National Security or for example in the case of missing persons. In all cases this would be carried out in accordance with article 8 of the European Human Rights (ECHR) and General Data Protection Regulations (GDPR) principles as documented in our own codes of practice.</p>				

6. CAMERA SPECIFIC –POST INSTALLATION

No.	Question	Detail			
1	Has the purpose of all camera's been reviewed?	YES	X	NO	
1a	What was the outcome of the review?	The cameras are still regularly used to respond to crime and disorder incidents and monitor hot spot location. The cameras are still used and productive for the reasons they were originally installed. Cameras in Town Centre locations have been determined to have low privacy expectations and are generally accepted as a part of a safe City policy.			
2	Has the Council ever received a complaint relating to the impact on privacy by a camera?	YES	X	No	
2a	Please give details of the source and nature of the complaint and the outcome.	There are very few public complaints, those that do complain are more often than not the targets of the Enforcement partnership which demonstrates successful processes. Residents of properties that can see the cameras in place have on occasion raised the issue that the camera can see into properties and may contravene Article 8. Control room response is that Residential areas have covered pixelated areas to prevent obtrusive viewing and ensure that cloaking is in place.			

7. FUTURE REQUIREMENTS TO ENSURE PUBLIC PROTECTION AND CONTINUED SUPPORT TO EXETER CITY COUNCIL AND THIRD PARTY ORGANISATIONS

The system design is robust, secure and is currently a necessary requirement to support Exeter City developments and to ensure the rights of honest law abiding citizens are protected. The system and camera locations will be reviewed annually to ensure that the laws and acts mentioned previously are not contravened.

Justification for all cameras and locations have been agreed and are supported by Council, our partners Devon County Council, Devon and Cornwall Police force and Exeter Business against Crime (EBAC).