

Data protection impact assessment

Houghton Parish Council
Village Video Surveillance Scheme

Project name: Houghton Parish Council Village Video Surveillance Scheme

Data Controller(s): Councillor Peter Chant

Data Processors: Mr Dennis Stephens, Mr Terry Heffernan

This Data Protection Impact Assessment has been completed with reference to the template and guidance provided by the Surveillance Camera Commissioner and the ICO¹, to help identify whether the use of surveillance cameras is appropriate for the problem addressed, assess the risks attached to the project and form a record of the decision making.

¹ <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/>

1. Identify why your deployment of surveillance cameras requires a DPIA:

- | | |
|---|---|
| <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 proposed Video Surveillance Scheme (“VSS”) will involve the viewing and monitoring of public highways and footpaths.

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)?

Houghton Parish Council has decided, after conducting a public consultation exercise, to install a VSS, which will be designed, installed and operated in accordance with the Surveillance Camera Commissioner’s Code of Practice and UK GDPR 2021.

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.

The proposed VSS will be installed in suitable locations in Houghton and operated in accordance with the Surveillance Camera Commissioner’s Code of Practice and UK GDPR, to record vehicular and pedestrian movements through the village. The recorded activity may assist the Data Controller to identify vehicles and their occupants, and/or pedestrians suspected of involvement in criminal activity. This recorded video data may then be offered to Hampshire Constabulary for the purposes of investigating criminal activity in Houghton and the surrounding area. There have been a number of recorded incidents in the past year as reported in the Rural Crime Survey Hampshire Poice (countryside-alliance.org).

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?

The VSS will be designed to seek to capture images of all vehicles, vehicle licence plates, vehicle occupants, and pedestrians passing the surveillance cameras. This will include the capture of images of young people and may include the capture of images of members of vulnerable groups. The camera locations are designed to cover all road routes accessing Houghton village, and to be close to the boundaries of the built-up area of the village. The VSS will consist of 3 fixed cameras recording constantly, with recorded data saved for 31 days.

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 VSS's nominated Data Controller(s) will process the data collected and an Houghton Parish Council Surveillance Policy will be put in place ensuring that data, which may be of interest to public authorities involved in the detection and prosecution of crime, may be shared with them for the purpose of investigating criminal incidents. Data will only be transferred to the authority requesting the data.

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Fixed CCTV (networked) | <input type="checkbox"/> Body Worn Video |
| <input type="checkbox"/> ANPR | <input type="checkbox"/> Unmanned aerial systems (drones) |
| <input type="checkbox"/> Stand-alone cameras | <input type="checkbox"/> Redeployable CCTV |
| <input type="checkbox"/> Other (please specify) | |

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.

Fixed Video Surveillance cameras will be installed at strategic locations in Houghton. The cameras/recording products to be supplied are compliant with the Surveillance Camera Commissioner's "Secure by Default & Design" and relevant British Standards. Video Surveillance appliances are to be connected directly to the internet, and the nominated Data Controllers and Data Processors will be able to securely log in by network browser to access encrypted video data and process encrypted video data. Data will be 'auto-deleted' after 31 days.

Audio Recording, Automatic Facial Recognition, Automatic License Plate Recognition, Body Worn Video, and Un-Manned Aerial Surveillance Vehicles are not part of this scheme.

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.

Video data will be recorded and encrypted in stand-alone Video Surveillance cameras and appliances. No audio recording will take place.

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)

Video data, when authorised, will be released by the Data Controller on encrypted digital media to the relevant authorities. Alternatively, this can be routed through Houghton Neighbourhood Watch and the Rural Crime Section of the Hampshire Constabulary.

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.

Stakeholder consulted	Consultation method	Views raised	Measures taken
<p>Parish Council and local landlords and residents of Houghton</p>	<p>The Parish Council has conducted two public consultations.</p> <p>1. The first consultation comprised: (a) a public meeting on 21 August 2021, attended by representatives of the Parish Council's working group and the engaged consultant, at which there was a presentation and a questionnaire was made available to attendees; and (b) the publication of the same questionnaire in the August 2021 edition of the Houghton Village News magazine, distributed to all houses in the village.</p> <p>2. A second consultation took place with a deadline of 14th November 2021. The questionnaire, which included information about proposed infrastructure and camera locations, was distributed in the Houghton Village News magazine and a village-wide email, as well as being published on the</p>	<p>The result of the first consultation was:</p> <ul style="list-style-type: none"> - 63 positive responses (to all 6 consultation questions); - 3 negative responses. <p>The result of the second consultation was:</p> <ul style="list-style-type: none"> - 60 responders in favour; - 6 responders not in favour (5 of whom were from an anonymous but same household). 	<p>Data Protection Impact Assessment undertaken and completed. VSS to be designed, procured and installed to be operational in 2021</p>

	<p>Houghton Hampshire village website.</p> <p>Aspects of the proposed scheme were also considered at a number of scheduled and minuted meetings of Houghton Parish Council, which were open to the public.</p>		
Hampshire Constabulary	<p>Consultation through local crime initiatives such as the Neighbourhood Watch Scheme, Country Watch, Rural Crime Initiative, Farm Watch and Test Valley Watch.</p>	<p>First contact was made with Hampshire Police on 23rd November 2020. At that time Sgt Taylor stated that whilst it was important to manage expectations (due to vehicles on false and unregistered plates, etc) the Police had no objection in principle to the installation of a village CCTV system. He stated that excellent results can be achieved on occasions and added that the CCTV can be useful and that the Police would certainly not object to the 'extra help'. Furthermore, he stated that where the evidential standard and accuracy is quite high the use of images of suspects can provide useful assistance to investigations. This is why we are planning to use high quality cameras.</p> <p>It is no secret that the Police regularly consult users of CCTV</p>	<p>The Rural Police Sergeant is Richard Taylor, Test Valley Rural Policing Team, Stockbridge Neighbourhood Police Office, who Sara Walker, Houghton Neighbourhood Watch ("HNW") liaises with, together with other officers of the Constabulary on a regular basis in order to collate local crime incidents and report back to the village.</p>

		<p>following many different incidents and on occasions images are used in evidence; this is widely known.</p> <p>More recently, HNW has been liaising with the Police Community Support Officer, Connor Hill, who is extremely keen to utilise CCTV whenever possible and has recently requested assistance from the village following an incident in South Houghton.</p> <p>Also, a request was made by the Police as to whether there were any images relating to recent offences at Freemantle Farm and Tiebridge, of course nothing is yet in place.</p> <p>The Police have asked when the CCTV system is likely to be ready and they have been informed of the process we are going through. They are proactively interested in the scheme and feel it will help lower crime rates and increase detection opportunities.</p> <p>Once the Houghton system is up and running the procedure of interaction with the Police will be fine-tuned to ensure continuity and the safeguarding of information</p>	
--	--	--	--

		and/or evidence. Houghton Neighbourhood Watch will continue to be the main liaison point.	
Televigil Data Protection & Security Consultants	Appointed as consultant to liaise with the scheme operator	DPIA completed.	Operational Requirement for scheme specification and responsible for procurement process

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.

The lawful basis for using the surveillance camera system is as follows:
GDPR Article 6(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.

- Is the surveillance activity established on a proper legal basis and is it undertaken in accordance with the law? **Yes.**
- Is the surveillance activity necessary to address a pressing need, such as public safety, crime prevention or national security? **Yes.**
- Is it justified in the circumstances? **Yes.**
- Is it proportionate to the problem that it is designed to deal with? **Yes.**

There has been a significant increase in recorded crime in Houghton and Hampshire as published in the Hampshire Police 2020 Rural Crime Report. Houghton Parish Council have proposed to local residents that a VSS will be of benefit to the local community by deterring and detecting criminal activity.

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.

Statutory warning signs will be sited so that members of the public are aware they are entering an area that is covered by Video Surveillance Cameras. These are to be sited to include vehicular roadways and pedestrian entrances. These warning signs will be A3 in size, located near the three-camera locations in the village. The signs will be A3 plastic, yellow in colour, with black font and display clearly the following information:

“Video surveillance is in operation in this village for the purpose of crime prevention and detection. Contact details for enquiries: email houghtonparishcouncil@gmail.com”

More detailed information regarding privacy has been included in the consultation process. This will also be published on the village website and awareness of the existence of this will be communicated to villagers via the village Email system and published in the Village Magazine. Within this, the process will be detailed, and it will be made clear that data footage will only be reviewed on the report of an incident.

There is a clear desire for village surveillance as evidenced in the consultation process undertaken.

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 proposed VSS will be operated as per the Houghton Parish Council Surveillance Policy and procedures in place. Surveillance data will only be kept for 31 days, after which it will be destroyed. This data will only be reviewed as a result of reported criminal activity by the nominated Data Processors and passed to Hampshire Constabulary on their request. The benefits will be assessed through comparison of crime levels before and after installation.

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

Video data will be stored and retained on a secure data storage appliance for 31 days, which is accepted as being the normal timescale for this type of scheme. After this period images will be automatically overwritten.

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)

As in Section 15

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 Data Processors are responsible for the viewing and processing of data. All reasonable measures are in place to maintain security of the VSS and processing of data.

Surveillance product is compliant with current British Standards and all data is encrypted. Nominated operators will only be able to access the data by entering a unique password, and there will be permissions and an audit trail for all activity. No international transfer of data will take place.

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.

There is a Houghton Parish Council Surveillance Policy, and the Data Controller has procedures and documentation in place to process Data Subject Access Requests and transfer data to the Police authorities.

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.

Other security measures are in place and deployed by private land owners and residents of Houghton. The proposed VSS has been designed and will be operated to detect and deter criminal activity.

Signs for both Neighbourhood Watch and Country Watch have been sited in the village for some time, but despite this, crime has continued and therefore, these in isolation are not a robust solution. There have also been routine police investigations into reported crime in the village, and liaison with the Houghton Neighbourhood Watch coordinator on all available options.

The surveillance cameras will be configured to record continuously at a lesser frame rate for background recording; when the analytics detect movement then the frame rate and image quality will increase to enable high quality images to be recorded.

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

Are there auditing mechanisms? Yes

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

As per paragraph 3.6 and 3.7 of the Houghton Parish Council Surveillance Policy document.

Whilst the procedures will be made public, it is not intended to publish the full policy.

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.

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
The general/overall risks to the rights and freedoms of individuals arising from the installation and operation of a VSS.	Low	Medium	Low – Medium
The risk that the VSS solution is disproportionate to the needs of a village environment.	Low	Low	Low
The risk of recorded data being held ad hoc and/or indefinitely, and/or not being held securely, and/or being shared in the public domain.	Low	High	Medium

The risk of intrusion, impact on behaviour, and the risk to other human rights and freedoms.	Low	Medium	Low to Medium
The risk of function creep.	Low	Low	Low
The risk of monitoring cameras being placed inappropriately and infringing on the privacy of individuals in the community.	Low	Medium	Low to Medium

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.

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk			
Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
<p>Risk: The general/overall risks to the rights and freedoms of individuals relating to the installation and operation of the VSS.</p> <p>Options: We have carefully reviewed our processes for transmission of data and do not believe that we will carry out any activities that are likely to pose a significant risk to the community and its individuals. Specifically:</p> <ul style="list-style-type: none"> • Houghton Parish Council will operate the VSS in accordance with the law and acknowledges that data may be released to and by Hampshire Constabulary in order to identify offenders or witnesses involved in criminal activity. • The VSS will be installed and operated in compliance with UK GDPR, the Information Commissioner's Office (ICO) CCTV policies and the Houghton Parish Council Surveillance Policy. • The use of the VSS will remain in line with the list of objectives in the ICO Code of Practice. 	Significant	None	Measured by the number of complaints received. Measure approved by HPC.

<ul style="list-style-type: none"> The VSS records actual events and does not discriminate against any particular sections of the community. 			
<p>Risk: That the VSS solution is disproportionate to the needs of a village environment.</p> <p>Options:</p> <ul style="list-style-type: none"> The use of the VSS will remain in line with the list of objectives in the Code of Practice. The Parish Council considers that the use of surveillance is proportionate, and not in conflict with Articles 8, 9, 10 or 11 of Schedule 1 to the Human Rights Act 1998. Electronic privacy masking is available and will be set up on individual cameras as part of the system installation and commissioning process. Consideration has been given to utilising Video Analytics to minimise data capture, along with other features available in the chosen manufacturer's product. The VSS is being installed because the Parish Council considers that there is a pressing need for it and that, taking into account to the rights and freedoms of residents, the VSS is a reasonable and proportionate response to that need. 	Significant	None as we believe that the solution is proportionate to the village needs	Measured by any feedback received. Measure approved by HPC.
<p>Risk: Recorded data being held ad hoc or indefinitely, and/or not being held securely and/or being shared in the public domain.</p> <p>Options:</p> <ul style="list-style-type: none"> The recorded data will be stored 'in the cloud' on secure servers for 31 days, after which time it will be deleted. The retention of recorded data for 31 days is seen as a reasonable time for such materials. 	Significant	Minimal	Measured by any security breached or recorded data being available in the public domain. Measure approved by HPC.

<ul style="list-style-type: none"> • There is strict limited access to images, as per the Houghton Parish Council Surveillance Policy. Such images can only be viewed and saved from the system by the nominated Data Controllers and will only be shared with law enforcement authorities in the event of criminal activity being reported. • Data may be released by investigatory agencies only in order to help identify possible offenders or witnesses. 			
<p>Risk: Impact on behaviour, intrusion, other human rights and freedoms.</p> <p>Options:</p> <ul style="list-style-type: none"> • CCTV warning signs will be prominently displayed close to camera locations. • It is believed that this will have a positive impact on the behaviour of those intent on committing crimes in the village. 	Significant	Minimal	Measured by continued siting of warning signs and village crime numbers pre and post installation. Measure approved by HPC.
<p>Risk: Function creep</p> <p>Options:</p> <ul style="list-style-type: none"> • There will be a three monthly review and annual assessments, together with proposed third party certification, which will ensure that the function of the VSS will not 'creep'. • It is not anticipated that there will be any reason for the function of the VSS to alter significantly for the foreseeable future. However, should there be a future requirement to amend the function, the Houghton Parish Council Surveillance Policy will be amended to reflect any changes. 	Significant	None	Measured by the updates to the HPC Surveillance Policy if functionality changes. Policy to be reviewed by HPC annually. Measure approved by HPC.

Risk: Monitoring cameras being placed inappropriately and infringing on the privacy of individuals in the community.

Options:

- Electronic privacy masking will be employed to limit the camera images solely to the public highway.
- The surveillance cameras will be installed and directed so as not to view into any residential property.
- This will be implemented upon installation of the equipment and commissioning process.
- The VSS will be installed where it is considered to be the best geographical positions to monitor vehicular and pedestrian access to the village of Houghton, which is considered to be a reasonable response and proportionate to the aims of the VSS.
- Houghton Parish Council has consulted with the village and in that context shared information regarding camera positions. There was an overwhelming acceptance that such positions are best for the purpose intended (see section 11 for results of this consultation).

Significant

None

Measured by bi-monthly reviews of the image area captured on all cameras to ensure that no provacy is compromised. Measure approved by HPC.

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.

This DPIA has been referred to the ICO who are happy with the responses below:

Item	Name/date	Notes
Measures approved by Parish Council (the scheme Operator)	At the next Houghton Parish Council.	Integrate actions back into project plan, with date and responsibility for completion.
No Residual risks have been identified	N/A	
DPO advice	N/A	
Summary of DPO advice: N/A		
DPO advice accepted or overruled	N/A	
Comments: Houghton Parish Council will be meeting on Monday 15 th November 2021 to discuss and approve		
Consultation responses reviewed by Houghton Parish Council	See section 11 above	
Comments: There has been an overwhelming number of positive responses from parishioners during the consultation process.		

Date and version control: Houghton CCTV Scheme DPIA Final – 16/12/2021

This DPIA will be kept under review by the Data Controller		The DPO should also review ongoing compliance with DPIA.

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)
Village	Refer to Houghton VSS Data Sheets	3 fixed cameras	24 hours, on Network Video Recording appliances, with data retained for 31 days.	Review of recorded images only	<p>There is a clear desire by the residents of Houghton, for the equipment to be used as expressed throughout the consultaion process. Appropriate compliant signage for CCTV, its use and purpose with contact details will be located near each camera location on each road into the village. The camera locations are:</p> <p>[REDACTED]</p> <p>SO20 6LF</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>SO20 6LT</p> <p>[REDACTED]</p> <p>SO20 6LY</p>

APPENDIX TWO: STEPS IN CARRYING OUT A DPIA



