

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 DPIA is to ensure that privacy risks are minimised while allowing the aims of the project to be met whenever possible.
- 1.2 Guidance is based on the ICO's Privacy Impact Assessment Handbook. The four areas which are highlighted by ICO as potential areas for loss of privacy in relation to personal data are;
- the privacy of personal information;
 - the privacy of the person;
 - the privacy of personal behaviour;
 - the privacy of personal communications
- 1.3 'Personal data' as defined by Section 1 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.
- 1.4 When considering the installation of a camera an Operational Requirement (OR) must be produced. The OR must be referred to as part of the installation and camera review process to ensure it meets and continues to be effective in addressing the purpose for which it was installed.

2. RESPONSIBLE PERSON CONTACT DETAILS

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

Name: Paul Bolton
Title: Security Services Manager
Organisation: Bolton Council, Town Hall, Bolton, BL11RU
Email: Paul.Bolton@Bolton.gov.uk
Telephone: 01204 336890

3 DATA STORAGE & CONTROL

1	Why a Privacy Impact Assessment is Required	
1.1	What is the aim of the surveillance system?	<p>The use of the system shall be for the purpose of:-</p> <ul style="list-style-type: none"> a) Providing the Police and the Council with evidence to take criminal and civil action in the Courts; b) Reducing the fear of crime and providing reassurance to the public; c) Providing assistance in the detection and prevention of crime (including countering terrorism); d) Assisting with the maintenance of public order; e) Deterring or reducing the incidence of vandalism, graffiti, and other environmental crime; f) Deterring persons from committing crimes and to enhance the opportunities for detecting those who do; g) Improving the safety and security of residents, visitors and the business community; h) Discouraging anti-social behaviour including alcohol and drug-related elements; i) Assisting aspects of Town Centre Management. j) To assist in Traffic Management k) To assist in monitoring any Emergency Planning Operations <p>The cameras are used as a proportionate response for crime, disorder and wider community safety purposes. The introduction of the Crime and Disorder Act 1998 placed a direct responsibility on local authorities to combat crime and anti-social behaviour through section 17.</p> <p>Section 17 was intended to provide the impetus for authorities to consider how their services could contribute to reducing crime and disorder,</p>

		<p>as well as their impact on social and community factors that affect crime levels. To deliver against these requirements, further Government funding was made available and most authorities chose to expand their CCTV systems.</p> <p>The provision of CCTV is a discretionary service that supports our top priorities of a safe Bolton; a clean and green Bolton; Bolton's health and well-being.</p>
1.2	<p>What organisations will have access to CCTV images? Who will take legal responsibility under the Data Protection Act?</p>	<p>Bolton Council and Greater Manchester Police are the main users of the CCTV system. However, other Police Forces and law enforcement agencies will be granted access to the system if a legitimate request is received.</p> <p>Bolton Council will be the Data Controller at the point of images being recorded, however if any images are released to any of the authorised organisations, then the legal responsibility will be transferred to that organisation in relation to the images that have been released.</p>
1.3	<p>What are the benefits to be gained from the system and who will benefit?</p>	<p>Residents, visitors and businesses will benefit from improved public safety, and reductions in crime.</p> <p>CCTV is a proven tool in detecting crimes, and the perpetrators of it. Using CCTV can significantly reduce the time and cost on the police service in investigating allegations.</p> <p>It is known that false allegations are made and CCTV is useful in disproving some allegations. CCTV captures actual events and is not influenced by interpretation, or events, as seen by people who are under the influence of alcohol or drugs.</p>
1.4	<p>Can CCTV realistically deliver these benefits?</p>	<p>Yes, and it consistently does.</p>
2	Information Flow	
2.1	<p>How is information collected?</p>	<p>Through the use of public space overt CCTV cameras, CCTV data is collected. Cameras record 24 hours per day, regardless of whether or not they are being actively monitored by a CCTV operator.</p>
2.2	<p>Where are the real time</p>	<p>Primarily within the NCP CCTV Control Room.</p>

	images from the camera displayed?	The Council's Security & Response team also has access to the images within a secure control room at the Town Hall, as does Greater Manchester Police at Bolton Central Police Station.
2.3	Who has operational access and ability to move the CCTV camera?	NCP CCTV monitoring staff working within the NCP CCTV Control Room have primary control of Bolton and Farnworth town centre cameras, 14 additional cameras located at Bolton Parish Church. Greater Manchester Police has secondary access to cameras connected to the Bolton and Farnworth Town Centre system within a specified location upon approval.
2.4	How are the images recorded?	Digital Storage Media
2.5	Where are the recorded images stored?	Within a secure communications room on Bolton Town Centre.
2.6	How is information stored?	A digital recording and data management system is in place which covers all data collected by the Bolton Council CCTV surveillance system
2.7	What measures are in place to control access to the area in which the recorded images are stored?	Access control is installed within the secure facility giving access to the corridor adjacent to the communications room. The door to the secure communications room is locked and keys held with security staff. The building is covered by a monitored intruder alarm system and internal/external building CCTV monitoring.
2.8	How is information used	Information is used to monitor public safety, and prevent and detect crimes. Evidence is provided for investigation and enforcement. Individuals can request copies of CCTV data which contains their personal information. Disclosure of data is covered by internal processes which are fully compliance with relevant legislation and codes of practice.
2.9	How is access gained to the recorded images?	Data management control levels established on system. Password controls on system. Hard copy requests for images required.
2.10	How long are the images retained?	31 days, unless requested as part of an incident and then stored on archive for 5 years.

2.11	How is information deleted	The data management system automatically deleted information after 31 days unless it has been saved in the systems evidence locker.
2.12	When data is downloaded or copied for release to a third party how is information recorded?	CD ROM or DVD or portable hard drive
2.13	What processes are in place to ensure that data protection responsibilities are understood by persons receiving the data?	Each request for data must be requested via a signed data release form. In the case of Police this is authorised by use of the Police 819b form completed and signed by the investigating officer.
2.14	What precautions are in place to ensure that data will continue to be collected e.g. in the event of a failure of power to cameras and DVR (?)	UPS/generator system in operation
3.	Data Protection Act	
3.1	Can less privacy intrusive solutions achieve the same objectives?	There is a general agreement and belief that other solutions could help. This is certainly the case for smaller confined areas where lighting or fencing could be a more productive solution than CCTV. However, for town centre areas CCTV is still the best solution. We do inform members of the public that CCTV is in use by installing signs detailing the scheme and its purpose, along with a contact telephone number.
3.2	Do you need images of identifiable individuals, or could the scheme use other images not capable of identifying an individual?	It is of paramount importance that the system is capable of identifying individuals. Footage from the system will be used in court. If the persons were not identifiable then the system would not be fit for purpose.
3.3	Will the particular equipment/system of work being considered deliver the desired benefits now and remain suitable in the future?	Yes. Most town centres suffer higher instances of crime and ASB and we are no different. The CCTV service will maintain its NSI Gold accreditation and continue to provide dedicated and trained, SIA licenced and vetted CCTV operators. We are always looking at new technologies and how these help us to deliver a service in the most productive and cost effective manner. Being up to date on technology and legislation is very important to us.
3.4	What future demands may arise for wider use of images	Legislation can and does change. We will therefore comply with all future regulations

	and how will you address these?	placed upon us. As populations increase, it is realistic to assume that pressures will be put on the department to supply images to wider audiences. These include blue light services solicitors, insurance companies and law enforcement.
3.5	What are the views of those under surveillance?	The general feeling is that people who are not involved in crime are happy to be in an area that is monitored by CCTV cameras. There are some members of society both law abiding and those who are not, who have issues with being in areas covered by CCTV cameras. By abiding with current legislation, we aim to show that the CCTV system is only used for crime reduction/detection purposes and those activities that assist the public.
4.	Human Rights Act	
4.1	What could we do to minimise intrusion for those that may be monitored, particularly if specific concerns have been expressed? Is the system established on a proper legal basis and operated in accordance with the law?	Most cameras have installed into them electronic privacy zones that can be configured when there is a need. Bolton Council activates these privacy zones where it is obvious that privacy is at risk of being breached. These are where cameras are close to properties and could potentially invade privacy. We also install privacy zones when members of the public have legitimate concerns over their privacy in their homes. The system has been established on a proper and legal basis and we comply with the DPA and HRA. Regular reviews of camera performance are undertaken to justify their need.
4.2	Is it necessary to address a pressing need, such as public safety, crime prevention or national security?	Yes. Most Town Centres suffer instances of crime and ASB and Bolton/Farnworth town centres are no different. CCTV has been a huge success in detecting, deterring and reducing crime and disorder in our town centres.
4.3	Is it justified in the circumstances?	Yes. Violence and anti-social behaviour are key areas to address which in turn will reduce the fear of crime thereby creating a safer environment.
4.4	Is it proportionate to the problem that it is designed to deal with?	Yes. CCTV is used to detect crime and complies with the current legislation.
5.	Surveillance code of practice	
5.1	Do you regularly review the system against its objectives?	Yes. Bolton Council receives weekly activity reports regarding the incidents that they receive requests for monitoring or that are monitored by the control room. NCP provides a monthly analysis of in relation to

		the number of incidents and types of incidents that are recorded. The Bolton Town Centre CCTV strategy group also monitor CCTV statistics.
5.2	Is the system being used for any other purpose other than those specified?	No.
5.3	Does signage exist highlighting the use of surveillance cameras?	Yes.
5.4	Does the signage highlight the point of contact?	Yes. The point of contact is NCP/Bolton Council Partnership. A sign/sticker displaying the contact details is on each CCTV column and some adjacent street furniture such as lamp columns.
5.5	Are all staff aware of their responsibilities?	Yes.
5.6	Can a member of the public request footage?	Yes. CCTV footage can only be supplied for up to 31 days from the date and time of an incident, after which time the images are automatically overwritten.
6.	Risks	
6.1	Is the data shared with other organisations	Yes for investigation and enforcement
6.2	Is the system operated in full compliance with (i) DPA requirements (ii) ICO codes of practice (iii) SCC codes of practice (iv) Human Rights Act	Yes
6.3	Do you have procedures in place to manage risks associated with the use of CCTV cameras	Yes
7.	Privacy Solutions	
	Have you identified solutions to address any risks identified	The system is operated in line with relevant legislation and codes of practice. In addition, all staff operating/ using the system are fully trained and audited against compliance and SOP's both by internal auditors and by external auditors (NSI)

Assessor

Signature: *P Bolton* Date: 26/06/19

Print Name: Paul Bolton Title: Security Services

Manager

Manager

Signature: *K Roberts* Date: 26/06/19

Print Name: Kevan Roberts