

Towyn & Kinmel Bay Town Council

SURVEILLANCE CAMERA DATA PROTECTION IMPACT ASSESSMENT (Retrospective)

Adopted by TKBTC at Full Council Meeting on 13/05/2020.

Reviewed by TKBTC at Full Council Meeting on --/--/--.

(JDH Data Protection Auditor – Confirmed by email in Feb 2020 – that this CCTV DPIA only needs to be reviewed/updated if/when CCTV cover increases and/or justification of purpose changes).

This form should be completed by staff requesting to install surveillance cameras, e.g. for use of monitoring public spaces for offences of environmental crime, ASB, building security etc.

DATA PROTECTION IMPACT ASSESSMENT TEMPLATE

Statutory requirements in Section 64 DPA 2018 and article 35 of the Data Protection Act 2018 are that your DPIA **must**:

- Describe the nature, scope, context and purposes of the processing;
- Assess necessity, proportionality and compliance measures;
- Identify and assess risks to individuals; and
- Identify any additional measures to mitigate those risks.

Name of applicant: Dylan Thomas

Date: 6th February, 2020 – updated 30th October, 2024

Position: Town Clerk & RFO

Proposed location for camera(s):

- 3 x Internal CCTV - 1 x TKBTC Community Resource Centre Reception Area, 1 x TKBTC Community Resource Centre Office & 1 x KB Community Centre foyer.
- 2 x External - 1 attached to TKBTC Community Resource Centre & 1 attached to KB Community Centre.
- 1 x internal – KB Community Centre main room

For what purpose(s) will the Surveillance System be used, have you a lawful basis for using it? (e.g. Public Task or Legitimate Interest)	• Legitimate Interest E.G. – Safeguarding Staff and Visitors. • TKBTC use closed circuit television (CCTV) images to provide a safe and secure environment for staff and users of the TKBTC Community Resource Centre and KB Community Centre and to protect, prevent and deter damage to the centre properties. The external TKBTC Community Resource Centre CCTV camera also protects the external Community Defibrillator.
What are the problems it is intended to address? Where is your evidence?	• Vandalism to community centre properties. • Unauthorised access to the KB Community Centre rooftop • Unauthorised vehicle access to the site • Safety of Lone Workers • Safeguarding visitors • Anti-social behaviour CCTV footage has been provided to North Wales Police once in 2024, however North Wales Police have been into the Town Council Offices to review the footage on screen on a number of occasions but have not requested to take a copy of the footage. The Caretaker has telephoned the Police on a relatively frequent basis, due to feeling threatened/intimidated/being verbally abused, while lone working.
What are the benefits to be gained from its use?	The CCTV cameras deter potential vandalism and unauthorised access to the two centres and also provide evidence to the Police in the event of an incident at the two centres.
Can less privacy-intrusive solutions (e.g. improved lighting) achieve the same objectives?	The centres are in secluded area of Kinmel Bay, with little to no other properties or businesses overlooking the site. No other measures including improved lighting would meet the same objectives. In fact we have found that improved lighting actually make the situation worse, as it attracts youths to congregate outside the two centres as night.
Do you need images of identifiable individuals, or could the scheme use other images not capable of identifying individuals?	The CCTV system provides High Definition images to help identify individuals or vehicles causing damage or entering the property unauthorised.
Will the particular equipment/ system being considered deliver the desired benefits now and remain suitable in the future? Describe any proposed security measures.	The CCTV system is of a standard that meets the requirements now and into the future as the images and system provide high definition images during the day and during the night using infra-red technology.
What (if any) future demands may arise for wider use of the images and how will you address these?	Future demands for the images will be addressed by the TKBTC as and when required. All future demands of the images must meet the requirements of UK data and Data Protection Act 2018.

What are the views of those individuals (if any) who will be under surveillance? Describe the consultation, if any.	- Local residents are very supportive of the CCTV cameras, as they have witnessed the damage caused by vandals at the two sites. - That the cameras do not cover any other property or house. - A consultation has been undertaken with the users of the Community Centre and the majority of the users were happy with the proposed installation and saw the benefit installing the additional camera. - Following the positive feedback from the users, the management committee of KBCC made the decision to install the camera in the main hall. - All users have been notified of decision to install the additional camera
What could you do to minimise intrusion for those that may be monitored, particularly if specific concerns have been expressed?	- Strict and controlled access of all CCTV images will be adhered to. Only authorised persons will have access to the images. - The images will only be viewed by authorised persons when damage or unauthorised access to the property and site has been reported.
Is appropriate signage informing individuals of the camera in place?	Appropriate signage to meet UK Data and Data Protection requirements were installed during the installation of the CCTV system. Additional signage for community space will displayed prominently
Can you describe the information flows? (e.g. Is there a Policy detailing, retention periods, how the data is captured, is there use of audio, ANPR, facial recognition?)	- TKBTC CCTV will record images only. There is no audio recording. - A CCTV code of practice and policy has been adopted by TKBTC. - The cameras record images to the drive and the data is automatically overwritten every 28 days. - Where a law enforcement agency is investigating a crime, images may need to be retained for a longer period. - Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. - Images can only be disclosed in accordance with the purposes for which they were originally collected. - No Facial, Audio or ANPR technology will be used on this CCTV system.
Will Staff involved in management of the surveillance system require specific data protection Training	- One to one training regarding the system has been provided by the CCTV installer. - Data Protection training is provided to staff annually, the training includes how to deal with Subject Access Requests (SAR's).
Proposed time period for installation of the CCTV	Main system is already installed. Additional camera due to be installed Monday 04/11/2024

Will the surveillance system transfer store or disclose personal data to outside of EU.	No.
This Section to be completed by Town Clerk	
Is the proposed system in accordance with the law? Primarily the Data Protection Act and Human Rights Act.	The proposed system and supplier meet's all the requirements of Data Protection and the Human Rights Act.
Is it necessary to address a pressing need, such as public safety or crime prevention?	The CCTV is necessary as there have been a number of concerning activities in the community recently where public property has been damaged. This system will help to prevent this now and in the future .
Is it justified in the circumstances?	We believe that the installation of the CCTV system at the two Community Centres is full justified.
Is it proportionate to the problem that it is designed to deal with?	We believe that this is the simplest and most cost-effective solution to addressing the issues.
Has system been included on TKBTC Asset Register.	Yes.
List Organisation(s) that will use the data derived from the CCTV.	Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected. Law enforcement agencies only when investigating a crime.
Privacy Notices and/or Policies	The TKBTC Internal and External Privacy Notices, and the TKBTC Website Privacy Policy have all been updated, so that they clearly state, that our processing also includes the use of CCTV systems.
Name the Data Controller & Data Processor (s)	Controller: Towyn & Kinmel Bay Town Council Data Processor: Dylan Thomas - Town Clerk
Date <u>12/02/2020</u>	Signed <u>Dylan Thomas – Clerk</u> (Electronic Signature).

Frequency DPIA to be reviewed:	Data Protection Auditor – Confirmed by email in Feb 2020 – PIA only needs to be reviewed/updated cover increases and/or justifications.
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