



Lyme Regis

Town Council

OPERATIONAL REQUIREMENTS AND DATA PROTECTION/PRIVACY IMPACT ASSESSMENTS FOR THE PROPOSED PUBLIC SPACE SURVEILLANCE CAMERAS FOR LYME REGIS COUNCIL

Prepared by

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of



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Camera ID: 1	Location: Junction of Broad Street and Silver Street
Location detail: Junction of Broad Street and Silver Street	
Primary Views/Purpose: Pedestrian and vehicle activity along Broad Street, Silver Street and Pound Street	
Camera Type and Requirements: PTZ ruggedised dome camera	
Mounting Information: Lighting Column at 5 metres	
Wayleave: Not required	
Power Supply: Fused unswitched spur in lighting column	
Transmission type: Wireless	
Recording: 24/7/365; 25 ips; retained for 31 days	
Camera Operational Requirement: Main entry and egress route into town. Local shops and public house	
Surveillance Objectives:	
<ul style="list-style-type: none"> • Prevention and detection of crime and ASB • Apprehension and prosecution of offenders • Gathering evidence to support judicial proceedings • Trace suspect vehicle movement as this is the main entry and egress route into town 	<p>Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount</p>
<p>Does/will the camera meet the OR / objectives? Yes; achieves the CCTV objectives</p>	
<p>Solution/s to address the privacy issue/s:</p> <ol style="list-style-type: none"> 1. Ensure a 'Privacy Notice' for relevant CCTV systems is published 2. Ensure adequate and relevant signage is clearly visible to those using the surveillance area covered 3. Ensure appropriate and up-to-date Codes of Practice and Operational Procedures are maintained 4. Ensure all staff are trained in privacy issues and their responsibilities when using the CCTV system 5. Ensure restricted access to recordings and only for specific purposes 6. Ensure CCTV system has technical measures to enable redaction of privacy expectations in view 7. Ensure appropriate documentation is used for accountability when recordings are accessed/disclosed 	
<p>Outcome/s: (Is the privacy risk removed; reduced or accepted): Solutions 1-7 above must be adopted</p>	
<p>Justification/s (Is the impact after implementing each solution justified; compliant & proportionate to the aim/OR of the camera):</p> <ul style="list-style-type: none"> • The camera is justified for its operational requirement • The solutions must be fully implemented and are essential for effective data processing/compliance and proportionate to the issues of concern for high-risk processing 	
<p>Date of last audit: 21/07/2021 Date of next audit review: After installation</p>	

Camera ID: 2	Location: Junction of Broad Street / Cobb Gate Square
Location detail: Junction of Broad Street / Cobb Gate Square	
Primary Views/Purpose: Pedestrian and vehicle activity along Broad Street and Cobb gate square	
Camera Type and Requirements: PTZ ruggedised dome camera	
Mounting Information: Lighting Column at 4 metres	
Wayleave: Not required	
Power Supply: Fused unswitched spur in lighting column	
Transmission type: Wireless	
Recording: 24/7/365; 25 ips; retained for 31 days	
Camera Operational Requirement: Main entry and egress route into town. Local shops and public house in the area	
Surveillance Objectives:	
<ul style="list-style-type: none"> • Prevention and detection of crime and ASB • Apprehension and prosecution of offenders • Gathering evidence to support judicial proceedings • Trace suspect vehicle movement as this is the main entry and egress route into town 	<p>Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount</p>
<p>Does/will the camera meet the OR / objectives? Yes; achieves the CCTV objectives</p>	
<p>Solution/s to address the privacy issue/s:</p> <ol style="list-style-type: none"> 1. Ensure a 'Privacy Notice' for relevant CCTV systems is published 2. Ensure adequate and relevant signage is clearly visible to those using the surveillance area covered 3. Ensure appropriate and up-to-date Codes of Practice and Operational Procedures are maintained 4. Ensure all staff are trained in privacy issues and their responsibilities when using the CCTV system 5. Ensure restricted access to recordings and only for specific purposes 6. Ensure CCTV system has technical measures to enable redaction of privacy expectations in view 7. Ensure appropriate documentation is used for accountability when recordings are accessed/disclosed 	
<p>Outcome/s: (Is the privacy risk removed; reduced or accepted): Solutions 1-7 above must be adopted</p>	
<p>Justification/s (Is the impact after implementing each solution justified; compliant & proportionate to the aim/OR of the camera):</p> <ul style="list-style-type: none"> • The camera is justified for its operational requirement • The solutions must be fully implemented and are essential for effective data processing/compliance and proportionate to the issues of concern for high-risk processing 	
<p style="text-align: right;">Date of last audit: 21/07/2021 Date of next audit review: After installation</p>	

Camera ID: 3	Location: Marine Parade by Swim Restaurant
Location detail: Marine Parade by Swim Restaurant	
Primary Views/Purpose: Pedestrian activity along the beach front and gardens	
Camera Type and Requirements: PTZ ruggedised dome camera	
Mounting Information: New CCTV Column at 6 metres	
Wayleave: Not required	
Power Supply: Fused unswitched spur in CCTV column	
Transmission type: Wireless	
Recording: 24/7/365; 25 ips; retained for 31 days	
Camera Operational Requirement: Beach front location with beach huts, late night license bar and gardens above	
Surveillance Objectives:	
<ul style="list-style-type: none"> • Prevention and detection of crime and ASB • Apprehension and prosecution of offenders • Gathering evidence to support judicial proceedings 	<p>Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount</p>
<p>Does/will the camera meet the OR / objectives? Yes; achieves the CCTV objectives</p>	
<p>Solution/s to address the privacy issue/s:</p> <ol style="list-style-type: none"> 1. Ensure a 'Privacy Notice' for relevant CCTV systems is published 2. Ensure adequate and relevant signage is clearly visible to those using the surveillance area covered 3. Ensure appropriate and up-to-date Codes of Practice and Operational Procedures are maintained 4. Ensure all staff are trained in privacy issues and their responsibilities when using the CCTV system 5. Ensure restricted access to recordings and only for specific purposes 6. Ensure CCTV system has technical measures to enable redaction of privacy expectations in view 7. Ensure appropriate documentation is used for accountability when recordings are accessed/disclosed 	
<p>Outcome/s: (Is the privacy risk removed; reduced or accepted): Solutions 1-7 above must be adopted</p>	
<p>Justification/s (Is the impact after implementing each solution justified; compliant & proportionate to the aim/OR of the camera):</p> <ul style="list-style-type: none"> • The camera is justified for its operational requirement • The solutions must be fully implemented and are essential for effective data processing/compliance and proportionate to the issues of concern for high-risk processing 	
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Camera ID: 4	<p>Location: Monmouth Car Park</p> 
Location detail: Monmouth Car Park	
Primary Views/Purpose: Pedestrian and vehicle activity in the carpark	
Camera Type and Requirements: PTZ ruggedised dome camera	
Mounting Information: New CCTV Column at 6 metres	
Wayleave: Not required	
Power Supply: Fused unswitched spur in CCTV column	
Transmission type: Wireless	
Recording: 24/7/365; 25 ips; retained for 31 days	
Camera Operational Requirement: Carpark where crime, assault and ASB has occurred	
Surveillance Objectives:	Privacy Risks
<ul style="list-style-type: none"> • Prevention and detection of crime and ASB • Apprehension and prosecution of offenders • Gathering evidence to support judicial proceedings 	<p>Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount</p>
<p>Does/will the camera meet the OR / objectives? Yes; achieves the CCTV objectives</p>	
<p>Solution/s to address the privacy issue/s:</p> <ol style="list-style-type: none"> 1. Ensure a 'Privacy Notice' for relevant CCTV systems is published 2. Ensure adequate and relevant signage is clearly visible to those using the surveillance area covered 3. Ensure appropriate and up-to-date Codes of Practice and Operational Procedures are maintained 4. Ensure all staff are trained in privacy issues and their responsibilities when using the CCTV system 5. Ensure restricted access to recordings and only for specific purposes 6. Ensure CCTV system has technical measures to enable redaction of privacy expectations in view 7. Ensure appropriate documentation is used for accountability when recordings are accessed/disclosed 	
<p>Outcome/s: (Is the privacy risk removed; reduced or accepted): Solutions 1-7 above must be adopted</p>	
<p>Justification/s (Is the impact after implementing each solution justified; compliant & proportionate to the aim/OR of the camera):</p> <ul style="list-style-type: none"> • The camera is justified for its operational requirement • The solutions must be fully implemented and are essential for effective data processing/compliance and proportionate to the issues of concern for high-risk processing 	
<p>Date of last audit: 21/07/2021 Date of next audit review: After installation</p>	

Camera ID: 5	Location: Skatepark in Charmouth Road Car Park
Location detail: Skatepark in Charmouth Road Car Park	
Primary Views/Purpose: Pedestrian and vehicle activity in the carpark and skatepark	
Camera Type and Requirements: PTZ ruggedised dome camera	
Mounting Information: New CCTV Column at 6 metres	
Wayleave: Not required	
Power Supply: Fused unswitched spur in CCTV column	
Transmission type: Wireless	
Recording: 24/7/365; 25 ips; retained for 31 days	
Camera Operational Requirement: Skatepark where crime and ASB has occurred	
Surveillance Objectives:	
<ul style="list-style-type: none"> Prevention and detection of crime and ASB Apprehension and prosecution of offenders Gathering evidence to support judicial proceedings 	<p>Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount</p>
<p>Does/will the camera meet the OR / objectives? Yes; achieves the CCTV objectives</p>	
<p>Solution/s to address the privacy issue/s:</p> <ol style="list-style-type: none"> Ensure a 'Privacy Notice' for relevant CCTV systems is published Ensure adequate and relevant signage is clearly visible to those using the surveillance area covered Ensure appropriate and up-to-date Codes of Practice and Operational Procedures are maintained Ensure all staff are trained in privacy issues and their responsibilities when using the CCTV system Ensure restricted access to recordings and only for specific purposes Ensure CCTV system has technical measures to enable redaction of privacy expectations in view Ensure appropriate documentation is used for accountability when recordings are accessed/disclosed 	
<p>Outcome/s: (Is the privacy risk removed; reduced or accepted): Solutions 1-7 above must be adopted</p>	
<p>Justification/s (Is the impact after implementing each solution justified; compliant & proportionate to the aim/OR of the camera):</p> <ul style="list-style-type: none"> The camera is justified for its operational requirement The solutions must be fully implemented and are essential for effective data processing/compliance and proportionate to the issues of concern for high-risk processing 	
<p>Date of last audit: 21/07/2021 Date of next audit review: After installation</p>	

<p>Camera ID: 6</p> <p>Location detail: Holmbush Car Park</p> <p>Primary Views/Purpose: Pedestrian and vehicle activity in the carpark</p> <p>Camera Type and Requirements: PTZ ruggedised dome camera with onboard recording</p> <p>Mounting Information: New CCTV Column at 6 metres</p> <p>Wayleave: Not required</p> <p>Power Supply: Fused unswitched spur in CCTV column</p> <p>Transmission type: 4G allowing remote access</p> <p>Recording: 24/7/365; 25 ips; retained for 31 days</p> <p>Camera Operational Requirement: Carpark where ASB has occurred</p>	<p>Location: Holmbush Car Park</p> 
<p>Surveillance Objectives:</p>	<p>Privacy Risks</p>
<ul style="list-style-type: none"> Prevention and detection of crime and ASB Apprehension and prosecution of offenders Gathering evidence to support judicial proceedings <p>Does/will the camera meet the OR / objectives? Yes; achieves the CCTV objectives</p>	<p>Large scale, systematic monitoring of public areas by CCTV is considered 'high risk processing' in GDPR and Data Protection Act 2018. All processing must be fully justified and assessed for any risks to the privacy of those affected. Appropriate mitigation measures must be applied, as necessary. Transparency and accountability when using CCTV in public space is paramount</p>
<p>Solution/s to address the privacy issue/s:</p> <ol style="list-style-type: none"> Ensure a 'Privacy Notice' for relevant CCTV systems is published Ensure adequate and relevant signage is clearly visible to those using the surveillance area covered Ensure appropriate and up-to-date Codes of Practice and Operational Procedures are maintained Ensure all staff are trained in privacy issues and their responsibilities when using the CCTV system Ensure restricted access to recordings and only for specific purposes Ensure CCTV system has technical measures to enable redaction of privacy expectations in view Ensure appropriate documentation is used for accountability when recordings are accessed/disclosed 	
<p>Outcome/s: (Is the privacy risk removed; reduced or accepted): Solutions 1-7 above must be adopted</p>	
<p>Justification/s (Is the impact after implementing each solution justified; compliant & proportionate to the aim/OR of the camera):</p> <ul style="list-style-type: none"> The camera is justified for its operational requirement The solutions must be fully implemented and are essential for effective data processing/compliance and proportionate to the issues of concern for high-risk processing 	
<p>Date of last audit: 21/07/2021 Date of next audit review: After installation</p>	