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## West Lindsey CCTV Service

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# CCTV Impact Assessment

Location(s):

Customer or Client:

Date of assessment:

## Introduction

As part of our CCTV Service we provide a range of surveillance and monitoring solutions to meet local needs. This includes the use of overt and covert CCTV cameras. Our service is provided in line with our CCTV Code of Practice and complies with the Surveillance Camera Commissioners Code of Practice.

We complete an Impact Assessment for all locations where we install and operate CCTV. Our Impact Assessment consists of four stages:

**Stage 1: Operational Requirement**

We review the need for CCTV to ensure it is justified and proportionate

**Stage 2: Privacy Impact (Data Protection)**

We assess the risk for loss of privacy by using CCTV

**Stage 3: Human Rights**

We assess the impact CCTV may have on human rights

**Stage 4: Surveillance Camera Code of Practice**

We assess to ensure the system complies with national codes

When completing an Impact Assessment we follow current national guidance and best practice from bodies including:

- Surveillance Camera Commissioner
- Information Commissioners Office

Each Impact Assessment is time limited to ensure we complete regular reviews of CCTV locations and use. We publish all completed assessments on our website.

## Contact Details

Further information about our CCTV Service is available online:

[www.west-lindsey.gov.uk/cctv](http://www.west-lindsey.gov.uk/cctv)

For queries about our CCTV Service please e-mail: [cctv@west-lindsey.gov.uk](mailto:cctv@west-lindsey.gov.uk)

## System Specifications

This assessment cover the following proposed and/or installed surveillance system:

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## Stage 1: Operational Requirement

### 1.1 What is the aim of this surveillance system?

### 1.2 What are the benefits to be gained from the system?

### 1.3 Can CCTV realistically deliver the identified benefits?

### 1.4 Will the system deliver the desired benefits now and remain suitable in the future?

### 1.5 Location of CCTV Cameras

## **Stage 2: Privacy Impact (Data Protection)**

**2.1 What organisation has responsibility and control of images including legal responsibility under the Data Protection Act?**

**2.2 Who has access to recorded images?**

**2.3 Can less privacy intrusive solutions achieve the same objectives?**

**2.4 Do you need images of identifiable individuals or could the system use other images not capable of identifying an individual?**

**2.5 What future demands may arise for wider use of images and how will you address these?**

**2.6 What are the views of those under surveillance?**

## Stage 3: Human Rights

**3.1 Is the system established on a proper legal basis and operated in accordance with the law?**

**3.2 How will you ensure an individual's human rights are protected?**

**3.3 What could we do to minimise intrusion for individuals who are monitored using this system?**

**3.4 Is it necessary to address a pressing need such as public safety, crime prevention or national security?**

**3.5 Is the use of CCTV justified in the circumstances?**

**3.6 Is the use of CCTV proportionate in the circumstances?**



## **Stage 4: Surveillance Camera Code of Practice**

**4.1 Do you regularly review the system against its objectives?**

**4.2 Do you have signage in place to say surveillance is taking place?**

**4.3 Does the signage highlight the point of contact?**

**4.4 Do you have clear policies and procedures in place?**

**4.5 Are all CCTV staff aware of their responsibilities and any policies and procedures?**

**4.6 How long do you keep images/information for?  
How do you make sure images/information is deleted?**

**4.7 Do you have a policy on who has access to images?**

**4.8 Do you follow any recognised operational or technical standards?**

**4.9 Do you make sure that images captured are stored securely?**

**Additional Remarks:**

## Version Control

Version	Date	Comments	Owner