

APPENDIX 2: PRIVACY IMPACT ASSESSMENT

1	Project Name	Edesix VideoBadge camera recording unit
2	Project Description	Introduction and use of body worn camera recording units (BWDs) for Officers carrying out enforcement and investigation functions.
3	Target implementation date	19 January 2015
4	Current Information Asset Owner (IAO)	Martin Key (Operations Manager)
5	System Administrator (where relevant)	Shaun Sutton (PPO Professional)
6	Assessment Completed by (name & contact number)	Martin Key
7	Assessment Completion Date	12 January 2015
8	What personal data is involved? (key below) - personal - sensitive	Personal data: video and audio data of people will be captured sufficient to identify the individual Sensitive personal data: video and audio data of people will be captured that will enable their physical/mental health and their ethnicity to be assessed, but little else.
9	During the project, or on project completion, how will personal data be treated differently to current usage?	Recording units will download to a stand-alone computer. Data will be encrypted. Data will be deleted after 31 days unless it is needed for legal reasons. Only authorised officers will be able to review data. BWD will not be operated continuously and only under specified operational circumstances.
10	Will new personal data be collected and, if so, are data subjects aware of the collection and how their data will be used?	No. Subjects will be made aware by visible CCTV signage and verbal warning in appropriate circumstances. Data will only be used if an incident arises that requires the data to be reviewed – such as a complaint made against a Council officer, or an officer is verbally or physically attacked and evidence is required. In all other circumstances, data will be automatically deleted after 31 days without viewing.
11	Who will have access to which sets of data?	Professional Public Protection Officer responsible for supervision of the parking enforcement function (PPOP) Team Manager responsible for parking and environmental enforcement (TMI) Team Manager responsible for the Notice Processing team (TMB) Operations Manager (OM) Information Governance Officer (IGO) will be the only officers authorised to review data.
12	Have stakeholders been involved in discussions in relation to how their	No

	data will be used?	
13	What measures are being put in place to ensure data sets are only available to those with a legitimate need to access them and the data is held securely?	Data encrypted via download software. Stored on stand-alone, non-networked computer. Professional Public Protection Officer responsible for supervision of the parking enforcement function (PPOP) Team Manager responsible for parking and environmental enforcement (TMI) Team Manager responsible for the Notice Processing team (TMB) Operations Manager (OM) Information Governance Officer (IGO) will be the only officers authorised to review data.
14	Are processes in place to allow copies of personal data to be made available to subjects, should it be requested under the Data Protection Act?	Yes
15	Will personal data be transferred off-site from Council premises? If so, where and how?	No
16	Are measures in place to routinely remove redundant information and for it to be disposed of securely?	Yes, data is automatically deleted after 31 days unless it has been flagged for retention by an authorised officer. No data will be kept beyond 5 years from the date of recording or completion of any associated legal case/investigation whichever is longer.