Data protection impact assessments
template for carrying out a data protection impact assessment on surveillance camera systems

Project name: ANPR cameras for the enforcement of parking & bus lanes

Data controller(s): Coventry City Council

This DPIA template should be completed with reference to the guidance provided by the Surveillance Camera Commissioner and the ICO. It will help you to identify whether the use of surveillance cameras is appropriate for the problem you wish to address, assess the risks attached to your project and form a record of your decision making.

1. Identify why your deployment of surveillance cameras requires a DPIA[1]:

☐ Systematic & extensive profiling   ☐ Large scale use of sensitive data

☐ Public monitoring   ☐ Innovative technology

☐ Denial of service   ☐ Biometrics

☐ Data matching   ☐ Invisible processing

☐ Tracking   ☐ Targeting children / vulnerable adults

☐ Risk of harm   ☐ Special category / criminal offence data

☐ Automated decision-making   ☒ Other (please specify)

Parking and bus lane enforcement Management of Council car parks

2. What are the timescales and status of your surveillance camera deployment? Is this a proposal for a new deployment, or the expansion of an existing surveillance camera system? Which data protection regime will you be processing under (i.e. DPA 2018 or the GDPR)?

An existing system DPA 2018

Describe the processing

3. Where do you need to use a surveillance camera system and what are you trying to achieve?
Set out the **context** and **purposes** of the proposed surveillance cameras or the reasons for expanding an existing system. Provide evidence, where possible, including for example: crime statistics over an appropriate time period; housing and community issues, etc.

The primary uses of Automatic Number-Plate Recognition (ANPR) enforcement camera are to: 1.   To assist the Council in managing unauthorised parking in Coventry, especially outside of schools and on the red-route where no stopping is permitted during the hours that the restrictions are operational. 2.   To monitor and enforce misuse of bus lanes and bus gates which are reserved for use by buses and other authorised vehicles only.

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[1] https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/when-do-we-need-to-do-a-dpia/

3.   To monitor the authorised use of certain Council car parks (e.g. Salt Lane, Cox St, Westminster Rd, Gosford St, Bishop St, Coventry Station MSCP) and to provide a mechanism for calculating the payment due from customers for using the car park.

ANPR is a technology that uses optical character recognition on images to read vehicle registration plates which is then checked against a known list of approved vehicles. The system can also help operators identify vehicles which may have been pre-approved that are exempted from the restriction.

Data captured comprises images of vehicles and registration plates

ANPR enforcement cameras are used to detect contraventions and capture information. The information (i.e. vehicle registration numbers) from detected contraventions is sent to the Driver and Vehicle Licensing Agency (DVLA) to get the registered keeper details so that the Council can generate and issue a Penalty Charge Notice / Notice to Owner document.

The use of ANPR enforcement cameras is solely for use by Coventry City Council. Camera images are not monitored in real time. Captured contraventions are reviewed by operators retrospectively to check and confirm that a contravention has occurred, and that a penalty notice should be served.

Bus lane camera enforcement images are produced in accordance with 'The Bus Lane Contravention (Penalty Charges, Adjudication and Enforcement)(England) Regulations 2005' using an approved device as set out in 'The Bus Lanes (Approved Devices) (England) Order 2005' and ' Provisional guidance on bus lane (including tramway) enforcement in England outside London' published November 2005 by the Department for Transport;

ANPR enforcement car images are produced in accordance with The Traffic Management Act 2004 s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; The Road Traffic Regulations Act 1984 Sections 1, 2, 4 & (as amended) using an approved device as set out under Article 2 of The Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007The use yment t or overstay the permitted time which will result in the issuing of a parking penalty charge.

Personal data may be shared for the payment of a parking tariff or charge with: third parties, such as a payment facilitator, an external software provider, debt recovery companies, solicitors and high court officers/bailiffs where necessary to ensure compliance with the parking regulations or the terms of use for using facilities.

PCN data will be held for sufficient time to enable the fee to be settled, by a motorist or another person and resolve any dispute. ANPR data where no contraventions have been detected has to be retained for 24 months, (this is a legal requirement by the DVLA for audit purposes). However, in some circumstances data may be held for longer, for example;

•   When there is an ongoing dispute which requires us to hold the data for longer than normal.
•   Where a Court Order has been issued allowing the council to pursue outstanding debts.

4. Whose personal data will you be processing, and over what area? Set out the **nature** and **scope** of the personal data you will be processing. Who are the data subjects, and what kind of information will you be collecting about them? Do they include children or vulnerable groups, and what is the scale and duration of the processing?

Vehicle registration numbers - owner / leeper details are subsequently obtained via the DVLA

5. Who will be making decisions about the uses of the system and which other parties are likely to be involved? Will you be the sole user of the data being processed or will you be sharing it with other organisations or agencies? Record any other parties you would disclose the data to, for what purposes, and any relevant data sharing agreements. Note that if you are processing for more than one purpose you may need to conduct separate DPIAs.

Parking Manager
Information is shared with other agencies in line with the penalty charge notice recovery and appeals process, pursuing associated debts, the registration and enforcement of warrants.

Debt recovery agencies - (Newlyn, Bristow & Sutor, Marstons, JBW, EPC)
Traffic Enforcement Centre
Traffic Penalty Tribunal
Taranto Services Ltd - software supplier
DVLA - for the identification of vehicle owners / keepers - Keeper At Date Of Event agreement
Hozah - payment services provider
Newpark - payment services provider

6. How is information collected? (tick multiple options if necessary)

☐ Fixed CCTV (networked) ☐ Body Worn Video

☒ ANPR ☐ Unmanned aerial systems (drones)

☐ Stand-alone cameras ☐ Redeployable CCTV

☐ Other (please specify)

Mobile ANPR parking enforcement camera car
Static ANPR bus lane enforcement cameras
Static ANPR cameras in car parks

7. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram. Indicate whether it will include audio data; the form of transmission; the presence of live monitoring or use of watchlists; whether data will be recorded; whether any integrated surveillance technologies such as automatic facial recognition are used; if there is auto deletion after the retention period. You may have additional points to add that affect the assessment.

The bus lane enforcement camera system comprise outstations (ANPR cameras) and in-stations (desktop application) and the process involves three phases (i) Capture and (ii) Review (iii) PCN

CAPTURE PHASE
Static ANPR bus lane enforcement cameras automatically detect and capture images of vehicles and vehicle registration plates that drive through (e.g. bus lane / gates.)

Vehicle registration numbers are automatically cross-matched against a vehicle white list of authorised vehicles that resides on the ANPR camera. Any authorised vehciles are filtered out and are not subject to further processing.

Images of unauthorised vehicles are stored on a server pending review.

REVIEW PHASE
Authorised officers login to the software system to review the video evidence pack for potential contraventions.
Officers confirm or reject the contravention.
Confirmed contraventions are validated and a penalty notice is created.
Penalty Notice containing the evidence pack (i.e. still images and video footage are transferred to Parking Enforcement system via an SFTP.

PCN PHASE
The Penalty Charge Notice process is managed in the Parking Enforcement system.
Electronic enquiries are sent to the DVLA to obtain the vehicle owner's details based on the vehicle registration number.
The DVLA sends details.
PCNs are populated with name and adress of owner
PCNs are issued to owners
PCN will be paid / appealed / unpaid
PCNs that are closed will be automatically deleted off the system after 2 years
Unpaid or appealed cases will remain live until the case has been paid or written off.
PCN Paid records will be

8. Does the system's technology enable recording?

☒ Yes ☐ No

If recording is enabled, state where it is undertaken (no need to stipulate address, just Local Authority CCTV Control room or on-site will suffice for stand-alone camera or BWV), and whether it also enables audio recording.

On-site
Audio recording is not enabled

9. If data is being disclosed, how will this be done?

☐ Only by on-site visiting

☒ Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)

☐ Off-site from remote server

☐ Other (please specify)

Still images are incorporated into the statutory notices that are sent to vehcile owner / keepers

10. How is the information used? (tick multiple options if necessary)

☐ Monitored in real time to detect and respond to unlawful activities

☐ Monitored in real time to track suspicious persons/activity

☐ Compared with reference data of persons of interest through processing of biometric data, such as facial recognition.

☐ Compared with reference data for vehicles of interest through Automatic Number Plate Recognition software

☐ Linked to sensor technology

☐ Used to search for vulnerable persons

☐ Used to search for wanted persons

☒ Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies

☐ Recorded data disclosed to authorised agencies to provide intelligence

☒ Other (please specify)

The use of ANPR enforcement cameras is solely for use by Coventry City Council. Camera images are not monitored in real time.
Captured images of potential contraventions are reviewed by operators retrospectively to check and confirm that an offence has occurred, and that a penalty notice should be served

Consultation

11. Record the stakeholders and data subjects you have consulted about the deployment, together with the outcomes of your engagement.

Stakeholder consulted	Consultation method	Views raised	Measures taken

Consider necessity and proportionality

12. What is your lawful basis for using the surveillance camera system? Explain the rationale for your chosen lawful basis under the relevant data protection legislation. Consider whether you will be processing special categories of data.

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There is no plan to consult with the general public about the use of ANPR cameras for these areas as they are not public car parks, already have restrictions in place and are already being patrolled by enforcement officers.

There will be clear signage displayed highlighting that parking enforcement is in place and recoding is taking place and who/how to make contact if they wish to raise concerns. Market Hall tenants and business owners affected by the cameras will be advised and provided with unloading/loading permits and their vehicle registered as having permits within the system.
ANPR enforcement car images are produced in accordance with The Traffic Management Act 2004 s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; The Road Traffic Regulations Act 1984 Sections 1, 2, 4 & (as amended) using an approved device as set out under Article 2 of The Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007The use yment t or overstay the permitted time which will result in the issuing of a parking penalty charge

13. How will you inform people that they are under surveillance and ensure that they are provided with relevant information? State what privacy notices will be made available and your approach to making more detailed information available. Consider whether data subjects would reasonably expect to be under surveillance in this context.

As these are pre-existing systems, there are no plans to consult with the general public about the use of ANPR enforcement cameras for the enforcement of parking or bus lane restrictions. Existing restrictions are in place and are already being patrolled by enforcement officers.

There will be clear signage displayed city-wide highlighting that camera enforcement is in place. Additional traffic signs are in place at all of the bus lane / bus gates that are enforceable.

14. How will you ensure that the surveillance is limited to its lawful purposes and the minimum data that is necessary for those purposes? Explain the adequacy and relevance of the data you will be processing and how it is limited to the purposes for which the surveillance camera system will be deployed. How will you know if it is delivering the benefits it has been deployed for?

ANPR cameras are limited to the capture of images of vehilces and vehicle registration plates without the owner's permission, of vehicles that have incorrectly entered, used or parked in specific areas.

The use of ANPR technology for the enforcement of bus lanes / bus gates during 24/7 in an un-manned environment is more efficient and cost effective than employing officers to monitor and control cameras in real time in a manned environment.

Some locations, particularly outside of schools, can be especially difficult to enforce effectively using foot patrolling parking enforcement officers and the Department for Transport allows the use of camera technology to be used to assist with enforcement in these instances. he to patrol 24/7 and
there are also Health and Safety concerns if the Council were to ask officers to patrol areas on their own late at night.

15. How long is data stored? (please state and explain the retention period)

ANPR enforcement images must be processed and a penalty notice serviced within 28 days of the recorded contravention.
Images will be stored on servers for a period of upto 2years following the payment of the penalty charge notice.

16. Retention Procedure

☐ Data automatically deleted after retention period

☐ System operator required to initiate deletion

☐ Under certain circumstances authorised persons may override the retention period, e.g. retained for prosecution agency (please explain your procedure)

Data is automatically deleted after retention period

17. How will you ensure the security and integrity of the data? How is the data processed in a manner that ensures appropriate security, protection against unauthorised or unlawful processing and against accidental loss, destruction or damage? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

The data is stored on secure servers that can only be accessed by authorised staff with the relevant privelges and permissionst.
Data is be transmitted and received by secure File Transfer Protocol (FTP), which utilises industry standard end to end encryption.

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18. How will you respond to any subject access requests, the exercise of any other rights of data subjects, complaints or requests for information? Explain how you will provide for relevant data subject rights conferred under the legislation. You must have procedures in place to respond to requests for camera footage in which a subject appears, and to respond to any other request to meet data protection rights and obligations.

Subject Access Requests are fielded and responded to by the Council's Information Govenrnance department.

No data pertaining to parking / bus lane contraventions will be released without the permission of the Parking Manager.

Information is shared with the registered keeper of the vehicle only in the form of statutory notices.

19. What other less intrusive solutions have been considered? You need to consider other options prior to any decision to use surveillance camera systems. For example, could better lighting or improved physical security measures adequately mitigate the risk? Does the camera operation need to be continuous? Where you have considered alternative approaches, provide your reasons for not relying on them and opting to use surveillance cameras as specified.

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Some locations, particularly outside of schools, can be especially difficult to enforce effectively using foot patrolling parking enforcement officers and the Department for Transport allows the use of camera technology to be used to assist with enforcement in these instances. he to patrol 24/7 and there are also Health and Safety concerns if the Council were to ask officers to patrol areas on their own late at night.

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20. Is there a written policy specifying the following? (tick multiple boxes if applicable)

☒ The agencies that are granted access

☒ How information is disclosed

☐ How information is handled

Are these procedures made public?   ☒ Yes   ☐ No

Are there auditing mechanisms?   ☐ Yes   ☒ No

If so, please specify what is audited and how often (e.g. disclosure, production, accessed, handled, received, stored information)

Data Privacy Statement published on the Council's website.

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Identify the risks

Identify and evaluate the inherent risks to the rights and freedoms of individuals relating to this surveillance camera system. Consider, for example, how long will recordings be retained? Will they be shared? What are the expectations of those under surveillance and impact on their behaviour, level of intrusion into their lives, effects on privacy if safeguards are not effective? Could it interfere with other human rights and freedoms such as those of conscience and religion, expression or association. Is there a risk of function creep? Assess both the likelihood and the severity of any impact on individuals.

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
	Remote, possible or probable	Minimal, significant or severe	Low, medium or high

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	Remote, possible or probable	Minimal, significant or severe	Low, medium or high

Address the risks

Explain how the effects of privacy enhancing techniques and other features mitigate the risks you have identified. For example, have you considered earlier deletion of data or data minimisation processes, has consideration been given to the use of technical measures to limit the acquisition of images, such as privacy masking on cameras that overlook residential properties? What security features, safeguards and training will be in place to reduce any risks to data subjects. Make an assessment of residual levels of risk.

Note that APPENDIX ONE allows you to record mitigations and safeguards particular to specific camera locations and functionality.

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk			
Options to reduce or eliminate risk	**Effect on risk**	**Residual risk**	**Measure approved?**
	Eliminated reduced accepted	Low medium high	Yes/no

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved?
	Eliminated reduced accepted	Low medium high	Yes/no

Authorisation

If you have not been able to mitigate the risk then you will need to submit the DPIA to the ICO for prior consultation. Further information is on the ICO website.

Item	Name/date	Notes
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion.
Residual risks approved by:		If you identify a high risk that you cannot mitigate adequately, you must consult the ICO before starting to capture and process images.
DPO advice provided by:		DPO should advise on compliance and whether processing can proceed.
Summary of DPO advice		
DPO advice accepted or overruled by: (specify role/title)		If overruled, you must explain your reasons.
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons.
Comments:		

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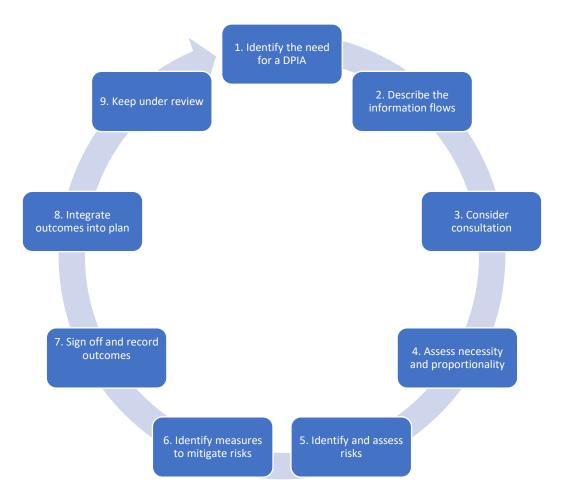| This DPIA will be kept under review by:		The DPO should also review ongoing compliance with DPIA.

APPENDIX ONE

This template will help you to record the location and scope of your surveillance camera system and the steps you've taken to mitigate risks particular to each location.

Location: Each system operator/owner should list and categorise the different areas covered by surveillance on their system. Examples are provided below.

Location type	Camera types used	Amount	Recording	Monitoring	Assessment of use of equipment (mitigations or justifications)
Town centre	All	250	24hrs	24hrs (only maximum 3 operators) – likely average patrol high hourly	The privacy level expectation in a town centre is very low; our town centres are well signed with appropriate signage for CCTV its use and purpose with contact details.
Public car park	1, 5, 6	100			
Parks					HD camera only include due to proximity to town HD cam
Play areas					
Housing blocks internal	1, 2	200	24hrs (calendar month)	Limited due to the fact that most are static cameras	High level asb historical problems (please see statistical assessment in annual review)
Housing estate (street)					
Residential street					Cameras are installed here to respond to high crime trends, deal with the fear of crime

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APPENDIX TWO: STEPS IN CARRYING OUT A DPIA

1. Identify the need for a DPIA

2. Describe the information flows

3. Consider consultation

4. Assess necessity and proportionality

5. Identify and assess risks

6. Identify measures to mitigate risks

7. Sign off and record outcomes

8. Integrate outcomes into plan

9. Keep under review

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APPENDIX THREE: DATA PROTECTION RISK ASSESSMENT MATRIX

Use this risk matrix to determine your score. This will highlight the risk factors associated with each site or functionality.

Matrix Example:

NOTES

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