

# Data Protection Impact Assessment

Public Space and Council Depots CCTV systems



Cyngor Gwynedd Council

# Level 1

## Introduction

Gwynedd Council has operated a Public Space CCTV Surveillance Operation since 1996. This CCTV system covers public space for the city of Bangor and the towns of Caernarfon, Pwllheli and Porthmadog. Public car parks are covered by surveillance cameras. The system also covers two housing estates, Maesgeirchen which is located in Bangor and Maes Barcer located in Caernarfon. As well as public spaces the council have CCTV cameras installed at several Highways and Municipal Depots and Civil Amenities sites. As Gwynedd Council will be monitoring public spaces a Data Protection Impact Assessment (DPIA) is required.

Date of assessment	03/2022	
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## 1. Problems that need addressing

Assist in the detection, deterrence, prevention and investigation of crime. Help reduce the fear of crime and violence and increase public reassurance. Help secure safer areas in which to work, live, shop and play. To assist North Wales Police and other partners with their objectives of reducing crime and ASB issues. To assist the Council in all aspects of town centre management. To manage Council sites safely and effectively. The Council currently does not have any statistics on CCTV.

## 2. Mitigate risks

Gwynedd's surveillance cameras are used as a proportionate response for crime, disorder and wider community safety purposes. Surveillance camera evidence can be used in courts of law as evidence.

## 3. Less privacy intrusive measures

Additional measures have been considered in town centres but are deemed not appropriate due to the historical camera locations.

## 4. Lawful basis for using surveillance camera system

The lawful basis for using the surveillance camera system is set out in Article 6 (e) and Article 9.2 (g) of the General Data Protection Regulation (GDPR).

## 5. Information flows

- 1) Information will be collected in the form of CCTV cameras.
- 2) The system's technology will enable recording at the CCTV Control room. The recording and associated equipment is secure as Control room access is restricted to authorised personnel.
- 3) The types of transmission used are wireless, fibre and copper wire.
- 4) The following security features are in place to protect transmission data:
  - Narrow beam width.
  - De-authentication attack protection.
  - WPA2 wireless security.
  - MAC address locking.
  - Physical security.
- 5) Information will be collected from public places in Bangor, Caernarfon, Pwllheli and Porthmadog. Car parks, buildings (external and internal) within these towns will also be captured.
- 6) Information is collected of general public in monitored areas, vehicles, target individuals or activities (suspicious persons/during incidents) and visitors (e.g. car parks, museum).
- 7) Cyber-attack protection is predominately covered by point 4, but also the following:
  - All equipment is protected by a user name and complex password.

- All passwords are changed from the defaults.
  - All equipment is on a network that is effectively closed i.e. no Internet access to gain access to the system.
- 8) The information will be monitored in real time in order to detect and respond to unlawful activities, track suspicious persons/activity, search for vulnerable persons and wanted persons. Recorded data will be disclosed to authorised agencies to support post incident investigations including law enforcement agencies. Recorded data may be disclosed to authorised agencies to provide intelligence.
  - 9) All recorded images shall be retained for no more than 90 days for public space systems and 60 days for Highways and Municipal Depot systems before being automatically over-written and deleted. If recorded images are downloaded to a removable medium and are required for evidential purposes they shall be kept for 6 years.
  - 10) Recorded data will be automatically over-written and deleted. Downloaded footage will require the system operator to initiate deletion after the 6 year period.
  - 11) Information and footage are shared with statutory prosecution agencies, local government agencies, judicial system, legal representatives and data subjects.
  - 12) The information is disclosed to the authorised agencies via onsite Control room visiting, copies of the footage released to those mentioned in point 11 (provided in person or via post/courier if required) and offsite from remote server.
  - 13) There is a written Code of Practice policy specifying which agencies are granted access, how information is disclosed, how information is handled and how recipients of the information become Data Controllers of the disclosed copy. These procedures are made public.
  - 14) Operating staff receive appropriate training and include the following:
    - Legislation issues.
    - Monitoring, handling, disclosing, storage and deletion of information.
    - Gwynedd Council corporate policies.
    - Incident procedures.
    - Limits on system uses.
  - 15) System operators receive training when necessary.
  - 16) Appropriate signs informing the public when they are in an area covered by surveillance camera systems are displayed in each town/area.
  - 17) Privacy notice made available on Gwynedd Council's website.

## 6. Public consultation

The system was originally started to monitor against crime in Caernarfon town centre. It has since been expanded to cover public space in other towns in Gwynedd. The addition of new camera sites are usually in response to a request to assist in the prevention of crime or to enhance public safety.

Between September and December 2015, the Council started on the process of identifying possible service cuts by carrying out a comprehensive Gwynedd-wide public consultation in which residents, businesses and organisations were invited to have their say on a 'long list' of 118 possible service cut options (including public space CCTV) that were under consideration. Over the course of the public consultation, over 2,100 questionnaire responses were received from Gwynedd residents, businesses and organisations and over 615 members of the public attended a series of 32 public forums or drop in sessions.

Following the consultation, the Council's cabinet decided that the preferred option based on the results was to maintain the CCTV service.

## 7. Benefits gained from surveillance

The benefits to be gained from using surveillance cameras include, but not necessarily limited to:

- Help reduce the fear of crime and violence and increase public reassurance.
- Help secure safer areas in which to work, live, shop and play.
- To assure visitors to Bangor, Caernarfon, Pwllheli and Porthmadog that the town centres, car parks and other areas covered by CCTV cameras provide a safe and secure area to visit.
- The detection, deterrence, prevention and investigation of crime in areas covered by CCTV cameras including, but not necessarily limited to:

- *providing assistance in the prevention of crime*
- *detering and detecting crime*
- *helping to identify, apprehend and prosecute offenders*
- *providing the Police and the Council with evidence to take criminal and civil action in the Courts*
- *the maintenance of public order*
- *control of begging, vandalism and antisocial behaviour*
- *crowd control and disorder*
- To assist in all aspects of town centre management including, but not necessarily limited to:
  - *control of street trading*
  - *control of flyposting*
  - *management of street markets*
  - *management of pedestrian zones*
  - *management of on street and off-street car parking*
- Assisting in improving the town centre environment.
- To assist in detecting acts of terrorism in and around the area covered by the scheme.
- Assisting in aspects of traffic management.
- To assist the Police and Civil Authorities in the event of a major civil emergency in the area covered by the system.

24-hour camera surveillance can offer additional benefits, such as:

- A cost-effective alternative to manned guarding.
- Prompt response to problems.
- Recording for identification and evidence purposes with insurance purposes.
- Facility to check on property remotely, examples such as damage after extreme weather or local rioting.

## 8. Privacy risks

Privacy risks arise from surveillance camera systems. The main risks relating to the system are, but not necessarily limited to:

- Recording of public personal data.
- Data handling.
- Overlooking of private dwellings / areas.
- Incorrect sharing of data.
- Recorded data not automatically over-written and deleted after 90 days for public space systems and 60 days for Highways and Municipal Depot systems.

## 9. Data protection by design

Points were considered and implemented during the design stage of the surveillance camera system in order to reduce privacy intrusion:

- Recorded data automatically over-written and deleted after 90 days for public space systems and 60 days for Highways and Municipal Depot systems. Downloaded footage deletion after a 6 year period.
- Physical security (restricted access to the Control Room).
- Secure handling and storage of recorded data.
- Staff training.
- Privacy masking on cameras that overlook residential properties.

## 10. Organisations

Data derived from the camera system will be used by relevant Gwynedd Council departments, North Wales Police, other emergency services, home and car insurance companies and other prosecuting authorities in order to provide evidence to take criminal and civil action in the Courts. A data sharing agreement is in place between North Wales Police and Gwynedd Council for the sharing of CCTV footage. The data controllers will be Cyngor Gwynedd Council.

## 11. Image quality

The camera images are HD quality therefore will be able to identify individuals who are responsible for crime and disorder. The HD images are essential to identify registration numbers from vehicles who have individuals at the scene / fleeing a scene of a crime.

## 12. Surveillance and request for information

Subject Access Request forms are available along with all other relevant information on the Council's website. The surveillance system is subject to signage in accordance with the Information Commissioner's Code of Practice. Signage is installed on street furniture along the perimeter of each town. Gwynedd Council's Complaints Procedure shall ensure that any complaints are handled in accordance with the requirements of the Local Authority Ombudsman.

## 13. Delivering the desired benefits

Continued review to the surveillance system is good practice to ensure the system remains necessary and effective in meeting its stated purpose. The system has been designed and upgraded to a high standard, a maintenance contract is in place to ensure the equipment is given the correct attention promptly as and when required. Current and future needs will be reviewed through partnership with North Wales Police and other external partners.

## 14. Future demands

There are no plans at this time to add anything to the system for wider use of images. This will be under continual review.

## 15. Human rights

The surveillance system and its staff are managed and audited by the Council to ensure that there are no breaches of discrimination of any kind. Steps are undertaken to ensure the surveillance system does not interfere with the rights and freedoms of the public:

- Private and family life – privacy masks programmed in to software.
- Recorded data automatically over-written and deleted after 90 days for public space system and 60 days for Highways and Municipal Depot systems.
- Operate to the Code of Practice
- Obey Human Rights Act 1998.

## 16. Discrimination

The surveillance system has no capacity to discriminate due to the fact that it is a static camera CCTV system.

## 17. Identify the risks

Risk and potential impact	Likelihood of harm	Severity of harm	Overall risk
Cyber attack – subject's movements could be tracked. Archived footage and recorded incidents could be lost, this could leak data on individuals involved in incidents.	Possible	Severe	High
Information and footage shared with statutory prosecution agencies, local government agencies, judicial system, legal representatives and data subjects could be leaked.	Possible	Significant	High
Overlooking of private dwellings / areas.	Possible	Significant	Medium
Interfere with human rights and freedoms such as those conscious of religion, expression or association.	Possible	Minimal	Medium

## 18. Address the risks

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
Cyber attack - All equipment is protected by a user name and complex password, all passwords are changed from the defaults, all equipment is on a network that is effectively closed i.e. no Internet access to gain access to the system. Recorded images shall be retained for no more than 31 days before being automatically over-written and deleted.	Reduced	Low	Yes
Information and footage is shared with statutory prosecution agencies, local government agencies, judicial system, legal representatives and data subjects – Data request application forms and agreements in place with all agencies. North Wales Police receive data via electronic system which tracks and produces copies every time footage is passed.	Reduced	Low	Yes
Overlooking of private dwellings / areas - Privacy masking programmed in to camera review software on cameras that overlook residential properties.	Eliminated	Low	Yes
Interfere with human rights and freedoms such as those conscious of religion, expression or association - The surveillance system has no capacity to discriminate due to the fact that it is a static camera CCTV system.	Eliminated	Low	Yes

# Level 2

## 1. Camera specification

ID	Camera type:	Makes and models used:	Amount:	Description:	Justification and expected use:
1.	HD static	Dahua HD IR Network cameras	575	Static images, no movement.	24 hour public space monitoring.

## 2. Location

CAT:	Location type:	Camera types used:	Amount:	Recording:	Monitoring:	Assessment of use of equipment (mitigations or justifications):
A.	Town centres	1.	356	24 hours	Static unmanned system.	The privacy level expectation in a town centre is very low; town centres are well lit with appropriate signage for CCTV, its use and purpose along with contact details.
B.	Housing estates (street)	1.	73	24 hours	Static unmanned system.	The privacy level expectation on a housing estate is very low; housing estates are well lit, appropriately signposted for CCTV, its use and purpose with contact details. Privacy masking has been carried out on cameras that overlook residential properties.
C.	Penllyn public car park	1.	39	24 hours	Static unmanned system.	The privacy level expectation in our public car parks are low; car parks are well lit with appropriate signage for CCTV its use and purpose along with contact details.
D.	Highways & Municipal and Civil Amenities sites	1.	107	24 hours	Static unmanned system.	The privacy level expectation in our Highways & Municipal and Civil Amenities sites are low; all sites are well lit with appropriate signage for CCTV, its use and purpose along with contact details.

### 3. Asset register

Equipment / Service:	Manufacturer / Part No:	Quantity:
Wireless link	UBNT NBE-5AC-GEN2	370
Camera	IPC-HFW5431EP-ZE	575
Recording server	NVR16-1U	14
Coldstore	Coldstore	14
Coldstore Nx	Coldstore Nx	7
8 port Network switch	UBNT ES-8-150W	153
16 port Network switch	UBNT ES-16-150W	5
24 port Network switch	UBNT ES-24-250W	6
48 Port Switch	UBNT ES-48-250W	1
12 Port SFP Switch	ES-12-F	1
SFP Type 1 (RJ45 1GB)	Comnet TR-SFP-1	4
SFP Type 2 (Multimode 2km 1 fibre 100Mbps)	Comnet TR-SFP-26	18
SFP Type 3 (Multimode 2km 2 fibre 1Gb)	Comnet TR-SFP-46	14
SFP Type 4 (Multimode 550m 2 fibre 1.25Gb)	Ubiquiti UF-MM-1G	10
UPS type 1	2000VA/1800w On-line Double Conversion UPS - Kratos	0
UPS type 2	1500VA UPS	12
NX Review PC	ThinkCentre M720 SFF PC, monitor, keyboard, mouse	7
Decoder	Dahua live view decoder	4
Transmitter	Veracity Duo	8
Receiver	Veracity Duo	1
Gwynedd Council review suite	PC, CC-SW3 & 3 x 24" monitor plus brackets	1
Monitor	24" monitor	1
Police review suite PC, monitor, keyboard, mouse	ThinkCentre M720 SFF PC, monitor, keyboard, mouse, CC-Lite software	19
Maesgeirchen equipment / rack cabinet	27RU 600mm x 800mm 19" cabinet	4
Switch - CCTV Comms Room rack cabinets	27RU 600mm x 800mm 19" cabinet	-
Switch - CCTV Penllyn_Core	Cisco Switch C9300-24P	-
Switch - CCTV_Comms_Room	Cisco Switch WS-C2960-24TT-L	-
Switch - CCTV_Comms_Room2	Cisco Switch WS-C2960-24TT-L	-
Switch - CCTV_Control_Room	Cisco WS-C2960-24TT-L	-
Switch - Plas Hedd	Cisco switch WS-C3560X-24P-E	-

### 4. Privacy masking

Camera number:	Location:	Camera types used:	Privacy risk(s):	Solution:
120A 120B 120C 120D	Twthill, Caernarfon	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
121A 121B 121C 121D	Twthill, Caernarfon	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
303A 303D	Maesgeirchen	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
216A	Bangor	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.



217A	Bangor	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
221A 221D	Bangor	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
Farrar Rd 1 Farrar Rd 2 Farrar Rd 4 Farrar Rd 5 Farrar Rd 6 Farrar Rd 7	Bangor	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
306A 306B 306D	Maesgeirchen	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
307A 307B	Maesgeirchen	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
309A 309B 309C	Maesgeirchen	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.
Victoria Hotel 3 Victoria Hotel 4	Pwllheli	Dahua HD IR Bullet Network camera	Camera view intruding private dwellings.	Software private masking on private dwellings.