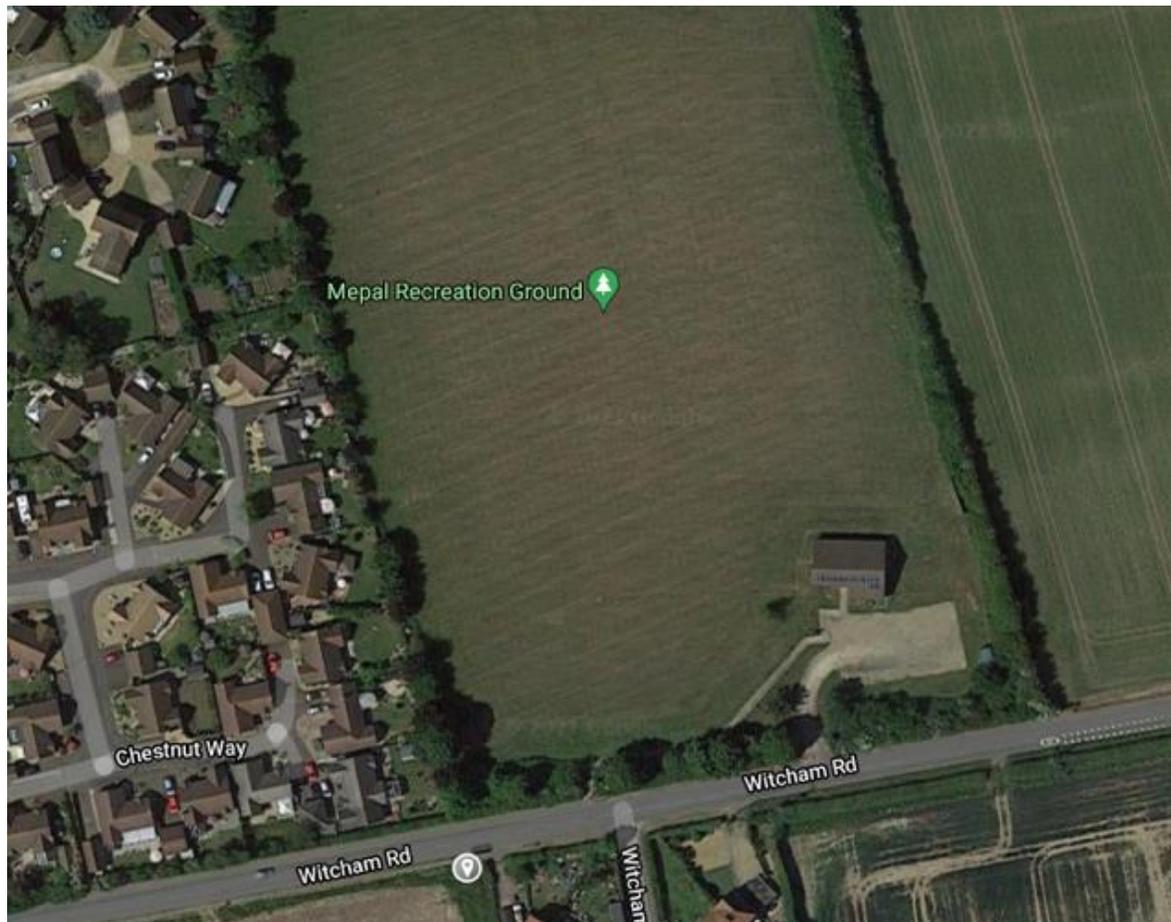


1. Mepal Pavilion Security Camera Scheme Purpose

The defined purpose of the security cameras located on the Mepal Community Pavilion is to protect the facility and the car park and discourage break-ins and vandalism in the areas covered by the cameras on Mepal Parish Council land and buildings

2. Current Situation and Case for Change

Mepal is a rural Cambridgeshire village, set close to the A142, allowing simple and quick access to and from the village. The Community Pavilion is located at one end of the Recreation Field, at the edge of the village, off Witcham road and is therefore out of direct sight from the Community and potentially very vulnerable to vandalism and burglary. In addition to the Community Pavilion, we also have a large container for storage of equipment located in the corner of the car park that needs to be monitored as it is in a remote location.



3. Purpose of Mepal Parish Council Security Camera at Pavilion

The aim of the installation of security cameras is to monitor the Community Pavilion and car park for the purposes of security to prevent and detect crime and anti-social behaviour causing criminal damage.

4. Security Camera Scheme

The Security Camera system comprises 4 cameras in fixed positions, three on the external face of the building to monitor the car park, the entrance of the Pavilion and the Container storage and one fixed camera inside the building monitoring only the building exit.

- It comprises four high resolution cameras, sending data via broadband to a central secure server
- The security cameras record when motion is detected and can be remotely accessed for security purposes
- All Security Camera images relate only to persons entering land owned by Mepal Parish Council

5. PRIVACY AND PRIVACY RELATED RISKS

Privacy issue	Risk to Individuals	Compliance risk	Associated organisation risk
Collecting or exceeding purposes of Security Camera system	New surveillance methods may be unjustified intrusion on persons privacy	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions
Retention of Images or information for longer than necessary	Owner retaining personal Images and information longer than necessary	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions
Lack of policies and procedures and mechanisms	No public availability of Security Camera code of Practice which details how personal data handled, stored, disclosed etc.	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions
Lack of signage	Public not made aware that they are entering an area monitored by surveillance system	Non-compliance with Data Protection, Human Rights legislation	Loss of reputation Fines and sanctions

We understand that using Security Camera can be privacy intrusive because it can put law-abiding people under surveillance and recording their movements as they go about their day to day lawful activities.

We have given careful consideration whether to use it, or not. The fact that it was possible, affordable and had public support was not the primary motivating factor.

6. PRIVACY AND RELATED RISK REDUCTION

Risk	Solution(s)	Result	Evaluation
Collecting or exceeding purposes of Security Camera system	Restrict collection of images/information to identified purposes and locations. Implement appropriate technological security measures and document.	Reduced	Location of the cameras restricted to 1 location and are focused on the Pavilion and surrounds and cover land and property owned by Mepal Parish council and not public footpaths.
Retention of Images or information for longer than necessary	Introduce retention periods to only keep information for as long as necessary. These are specified in the publicly available Security Camera Codes of Practice.	Reduced	As stated, retention periods introduced and specified are justified, compliant and proportionate.
Lack of policies and procedures and mechanisms	Produce policies for handling, storage, disclosure of images/information and make them publicly available in the Security Camera Codes of Practice.	Eliminated	Relevant policies now available as stated (Mepal PC Security Camera Policy). This is now justified, compliant and proportionate
Access of data beyond authorised personnel	Policy for access and authorisation.	Eliminated	Subject access checklist and request form created and included within Security Camera policy.
Lack of signage	Gap analysis of area covered by Security Camera system to ascertain if there is prominently placed signage at the entrance to the area monitored and also within that area. All signs to be mapped and audited regularly.	Reduced	A gap analysis should be completed and map of locations of signage defined

7. APPROVAL

Risk	Approved Solution	Approved by
Collecting or exceeding purposes of Security Camera system	Restrict collection of images/information to identified purposes and locations. Implement appropriate technological security measures and document	
Retention of Images or information for longer than necessary	Introduce retention periods to only keep information for as long as necessary. These are specified in the publicly available Security Camera Codes of Practice.	
Lack of policies and procedures and mechanisms	Produce policies for handling, storage, disclosure of images/information and make them publicly available in the Security Camera Codes of Practice.	
Access of data beyond authorised personnel	Policy for access and authorisation	
Lack of signage	Gap analysis of area covered by Security Camera system to ascertain if there is prominently placed signage at the entrance to the area monitored and also, within that area. All signs to be mapped and audited regularly.	
Collecting/ exceeding purposes of Security Camera system	Restrict collection of images/information to identified purposes and locations. Implement appropriate technological security measures and document.	

8. PRIVACY IMPACT ASSESSMENT OUTCOMES

Action to be taken	Date for completion	Responsibility for action
A gap analysis should be completed and map of locations of signage defined.		
Annual review of MPC Security Camera Scheme need, policy, privacy impact assessment	Annually	