



CCTV OPERATIONAL REQUIREMENT

AND

PRIVACY IMPACT ASSESSMENT

FOR

LYME REGIS TOWN COUNCIL

By

Bridge Technical Consultants Ltd



Version 1_0

Document Information

Project:	CCTV Project – Operational Requirement and Privacy Impact Assessment
Client:	Lyme Regis Town Council
Create Date:	21st September 2018
Your Ref:	
Our Ref:	Q20180612
Version No:	1_0

Change History

Date	Version	Detail	Revised by	Reviewed by
21st September 2018	1_0	Initial Draft		

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1. Introduction

Bridge Technical Consultants Ltd (BTC) has been appointed as an independent CCTV specialist consultancy to Lyme Regis Town Council (LRTC) to create their operational requirements for CCTV across the town centre.

A risk assessment has been carried out prior to the creation of this document. The risk assessment data was developed and captured during a two-day site visit on Wednesday 1st August and Thursday 2nd August via a number of walks around the town at different times throughout the day as well as meetings with Councillors. The site visit walks around the town were carried at various times throughout the day and night.

Following the acceptance of the risk assessment recommendations the purpose of this document is to record the CCTV Operational Requirements (OR) for each individual location of the town centre.

2. Current CCTV Situation

There are currently two (2) existing CCTV systems within the town.

The first CCTV system is located in the Lyme Regis Town Council Build, Guildhall Cottage, Church Street. The CCTV system consists of a small Digital Video Recorder (DVR) in an office that records the Guildhall Window and Roadway camera. A second camera is located at the rear of the building and is to be removed, See Section 4

The second CCTV system is located in the Marine Parade Building Office. The CCTV system consists of a DVR in the office that records the locally connected cameras. These camera locations are to be retained, enhanced or removed.

3. CCTV Operational Requirements

3.1. The Purpose of the CCTV System

The purpose of the CCTV system is as follows: -

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors

3.2. CCTV Requirements

The following are the general requirements for the CCTV system: -

- The CCTV system is to be combined into one. There shall be only one location for recording equipment
- The CCTV system will not be monitored and therefore only static cameras shall be utilized
- The CCTV recording equipment shall be located in the Marine Parade building office
- The CCTV recording equipment shall be installed in such a way that no one can view the images from the external window that leads onto the staircase
- The CCTV system shall allow a user the ability to remotely view images should the need arise.

- The Re-Deployable camera shall come with 2 years warranty and a SIM card that allows access to the recorded images that are stored in the camera with 10 G/Bits a data a month.
- The CCTV recording equipment shall be provided with a UPS that can provide for Thirty (30) minutes of electrical support for the equipment in a power outage
- The CCTV recording equipment shall be provided with a suitable display monitor and mouse to use the system
- Given the geographical location of the cameras it is expected the transmission of the CCTV images to the Marine Parade building will be via secure wireless point to point links
- The CCTV recording equipment shall be password protected before any images (Live and recorded) can be viewed
- Full training shall be provided on the CCTV system

3.3. Signage

The new CCTV system is to be provided with suitable CCTV signage at all camera locations


The signage is to consist of two (2) A3 signs per camera that contain details of the person responsible, the purpose of the CCTV system and contact details to comply with current legislation.

3.4. Individual CCTV Operational Requirements

3.4.1. Overview of individual CCTV Operational Requirement Locations

Camera Number	Location
1	Town Hall - Guildhall Window and Roadway
2	Anning Road Park
3	Langmoor & Lister Gardens - Gazebo
4	Langmoor & Lister Gardens – Mini Golf
5	Marine Parade – Shelter (Left)
6	Marine Parade – Shelter (Right)
7	Marine Parade – Staircase 1(Bottom)
8	Marine Parade – Staircase 1 (Top)
9	Marine Parade – Staircase 2 (Top)
10	Marine Parade – Pinch Point (Left)
11	Marine Parade – Pinch Point (Right)
12	Marine Parade Building – Internal (Exhibition Space)

3.4.2.Camera 1

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: LRTC Existing Camera DVR Number: 1	
Area Description: Guildhall Window and Roadway			
Risks & Threats within the area (Known and Determined): The Listed Grade 2* buildings window protrudes into the road. The Guildhall is located immediately after a sharp bend where the road is narrow and only for single vehicles. The window has been hit multiple times.			
Primary View: Guildhall Window and Roadway			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To provide coverage of the Guildhall window area (Red Box in photo) to record any damage that occurs by large vehicles and to capture the vehicles number plate (Blue Box)		Photo of Intended View (See Note 1) 	
Type of Target: Vehicle			
Speed of Target: Slow moving due to road layout			
Acceptable Area of Coverage: Complete coverage of the road and the Guildhall window area that protrudes into the road			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Fourteen (14) Days	Retention Policy: To delete all recorded images after 14 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Street Lighting	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

Due to the nature of the requirements number plates will be captured and recorded. However, the duration for storing these images is to be set for Fourteen (14) days as any damage to the building would have been detected in that duration

Design features required to address privacy:

No


Signage Required:

Yes

Any other relevant info?

- Although defined as one camera in this Operational Requirements if the purpose cannot be completed with one camera a second camera can be used.
- This location is only to be recorded for Fourteen (14) days as any damage to the building would have been detected in that duration

3.4.3.Camera 2

CCTV Operational Requirement Form			
Existing Camera: No		Existing Camera DVR Location: N/A	
Area Description: Anning Road Park			
Risks & Threats within the area (Known and Determined): There have been several incidents of youths gathering in the seated area of the park late at night as well as motorbikes within the park area. Criminal damage has occurred to the public toilets on the end of the Candles on the cobb pavilion			
Primary View: The open park and seating areas			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To DETECT that a person is in the area. To RECOGNISE a known person in the area.		Photos of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Standing, Seated or Walking			
Acceptable Area of Coverage: Ideally coverage of the grassed area and seating areas but will accept blind spots due to the shape of the area			
Camera Recording Schedule			
FPS: Dependant on Re-Deployable camera model used	Duration: Dependant on Re-Deployable camera model used	Retention: Dependant on Re-Deployable camera model used	Retention Policy: Dependant on Re-Deployable camera model used

Camera Requirements

Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: No	Aesthetic Value: No
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Lighting Conditions (Day Time): Good	Lighting Conditions (Night Time): Poor
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Any Additional Requirements:

- The camera is to be a Re-Deployable Pan Tilt Zoom (PTZ) camera that is to be installed to provide Temporary coverage of the park. The camera will record images onboard and these images will be accessible over the mobile phone network.
- It is suggested the cameras is located on lamppost 5A125 which is the location where the photos were taken from

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment


Privacy issues at this camera location:
The camera is to be located in a public park with homes all around the location. If this camera is to be installed then consultation with the local residence needs to be carried out

Design features required to address privacy:
The use of privacy masks to provide a black screen over the camera's images should it be pointed at a house that is located around the park

Signage Required:
Yes

Any other relevant info?
None

3.4.4. Camera 3

CCTV Operational Requirement Form			
Existing Camera: No		Existing Camera DVR Location: N/A Existing Camera DVR Number: N/A	
Area Description: Langmoor & Lister Gardens - Gazebo			
Risks & Threats within the area (Known and Determined): The Gazebo is used extensively by individuals throughout the day and night who carry out several Anti-Social behaviours.			
Primary View: The inside of the Gazebo			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY anyone inside the Gazebo		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Seated or Standing			
Acceptable Area of Coverage: Full Coverage of the inside of the Gazebo			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Poor Lighting inside the Gazebo	
Any Additional Requirements: The use of a 360 camera could be considered to give full coverage of the inside of the Gazebo			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.5.Camera 4

CCTV Operational Requirement Form			
Existing Camera: No		Existing Camera DVR Location: N/A Existing Camera DVR Number: N/A	
Area Description: Langmoor & Lister Gardens – Mini Golf			
Risks & Threats within the area (Known and Determined): The mini golf hut receives cash from members of the public to use the mini golf. The cash is left overnight in the hut. There is a risk from theft at night and during the day from lone working where a single member of LRTC staff is located.			
Primary View: The entrance door hatch and room			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: <ul style="list-style-type: none"> To IDENTIFY a person standing at the door hatch. To IDENTIFY a person within the room 		Photo of Intended View (See Note 1)	
Type of Target: Person			
Speed of Target: Standing			
Acceptable Area of Coverage: Full coverage of the hatch and room			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: No	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): No Lighting inside at night	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

The camera would be located within the hut and provided recorded images of an employee working. However, the cameras purpose is to provide coverage of the hatch to office the employee protection.

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.6. Camera 5

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Shelter (Left)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Left-Hand Shelter			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To RECOGNISE a known person in the shelter		Photo of Intended View (See Note 1)	
Type of Target: Person			
Speed of Target: Standing			
Acceptable Area of Coverage: Full Coverage of the area. However if this is difficult with one camera then all benches to be monitored.			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.7.Camera 6

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Shelter (Right)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Right-Hand Shelter			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To RECOGNISE a known person in the shelter		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Standing			
Acceptable Area of Coverage: Full Coverage of the area. However if this is difficult with one camera then all benches to be monitored.			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.8.Camera 7

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Staircase 1(Bottom)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Staircase			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the staircase		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking			
Acceptable Area of Coverage: Full coverage of the staircase			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

There are flats located behind the staircase and so the camera needs to be positioned so not to look at the flat balcony

Design features required to address privacy:

The use of privacy masks to provide a black screen over the camera's images should it be pointed at a flat balcony


Signage Required:

Yes

Any other relevant info?

None

3.4.9.Camera 8

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Staircase 1 (Top)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Staircase			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the staircase		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking			
Acceptable Area of Coverage: Full coverage of the staircase			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

There are flats located behind the staircase and so the camera needs to be positioned so not to look at the flat balcony

Design features required to address privacy:

The use of privacy masks to provide a black screen over the camera's images should it be pointed at a flat balcony


Signage Required:

Yes

Any other relevant info?

None

3.4.10. Camera 9

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Staircase 2 (Top)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Staircase and landing			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the staircase		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking			
Acceptable Area of Coverage: Full coverage of the staircase			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.11. Camera 10

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Pinch Point (Left)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Marine Parade			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the Marine Parade		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking or Running			
Acceptable Area of Coverage: Full coverage across the Marine Parade at a point so not to miss a person passing the building			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.12. Camera 11

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Pinch Point (Right)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Marine Parade			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the Marine Parade		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking or Running			
Acceptable Area of Coverage: Full coverage across the Marine Parade at a point so not to miss a person passing the building			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.13. Camera 12

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade Building – Internal (Exhibition Space)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The internal exhibition room			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person in the room		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking or Standing			
Acceptable Area of Coverage: Ideally Full coverage but blind spots acceptable due to different room layouts during exhibitions			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: No	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): No Lighting at night-time	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

4. Removal of Existing Cameras

Removal of Existing Camera	
Existing Camera: Yes	Existing Camera DVR Location: LRTC Existing Camera DVR Number: 2
Area Description: Rear of the Lyme Regis Town Council Build, Guildhall Cottage, Church Street	
Primary View: Unknown as not functioning	
CCTV Camera View	
Photo of View	
	
Reason for Removal	
<ul style="list-style-type: none">The camera is not functioning and is providing no useful CCTV coverage of the area	

Removal of Existing Camera

Existing Camera: Yes

Existing Camera DVR Location: Marine Parade Building

Area Description: Langmoor & Lister Gardens

Primary View: The glass eye on top of the Marine Parade Building

CCTV Camera View

Photo of View



Reason for Removal

- The camera is not functioning and is providing no useful CCTV coverage of the area as the glass eye is to be removed

5. Privacy Impact Assessment

4.1 Aims

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors

4.2 Benefits

The current CCTV images are not suitable to capture a persons image. The location of some incidents and anti-social behaviour across the town are not currently covered by CCTV and therefore a new system that does provide suitable images at the correct locations is required

4.3 How is the information collected?

- CCTV Cameras
- ANPR Camera for the Guildhall window
- RE-Deployable Camera

4.4 Does the systems technology enable recording?

Yes. The recordings will be held in the Marine Parade Building Office. The office is secure, and the recorder will be password protected before any images (Live and recorded) can be viewed

4.5 What type of transmission is used for the installation subject of this PIA

- Hardwired locally to the Marine Parade Building
- Wireless point to point transmission for outlying locations

4.6 Where will the information be collected from?

- Public Spaces
- Council owned buildings

4.7 From whom/what is the information collected?

- General Public
- Vehicles who pass by the Guildhall building

4.8 Why is the information being collected?

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors

4.9 How is the information used?

Used to support post incident investigation by authorised agencies, including judicial system

4.10 How long is footage stored?

Thirty (30) Days for all cameras expect for the Guildhall ANPR camera that is Fourteen (14) days

4.11 Retention Procedure

To delete all recorded images after 30 days or Fourteen (14) days for the ANPR camera

4.12 With which external agencies/bodies is the information/footage shared?

Insurance companies for any damage to the Guildhall building

4.13 How is the information disclosed to the authorised agencies?

A copy of the footage is sent to the insurance company to prove the vehicle damaged the guildhall window

4.14 Is there a written policy specifying the following?

- Which agencies are granted access - No
- How information is disclosed - No
- How information is handled - No
- Recipients of information become Data Controllers of the copy disclosed – No
- Are these procedures made public? No
- Are there auditing mechanisms? No

4.15 Do operating staff receive appropriate training to include the following? Legislation issues, Monitoring, handling, disclosing, storage, deletion of information, Disciplinary procedures, Incident procedures and Limits on system uses

No

4.16 Do CCTV operators receive ongoing training?

Currently no. However, for the new CCTV system training will be provided

4.17 Are there appropriate signs which inform the public when they are in an area covered by surveillance camera systems?

Currently no. However, new CCTV signs re to be installed

4.18 Consultation requirements

An external consultation needs to take place for the Re-Deployable camera location.

4.19 Identify the privacy and related risks

Individual camera privacy issues have been identified and recorded for each camera have been recorded within this document

4.20 Identify privacy solutions

Individual camera privacy solutions for each camera have been recorded within this document