Appendix 3 – Level 1

Describe the information flow

1. How is information collected

   CCTV Camera

2. Does the system's technology enable recording?

   Yes, only images recorded no audio capability. Recording can only be viewed on Parish SMART phones and the Clerks laptop that can only be accessed by authorised personnel.

3. What type of transmission is used for the installation subject of this PIA?

   Wirelessly communicated to an application.

4. What security features are there to protect transmission data e.g. encryption?

   Data is encrypted.

5. Where will the information be collected from?

   Public places – Meigh Road Playing Fields Werrington.

6. From whom/what is the information collected?

   The cameras are there to reduce the fear of crime and to support any criminal or civil investigations.

7. What measures are in place to mitigate the risk of cyber-attacks which interrupt service of lead to the unauthorised disclosure of images and information?

   Data is encrypted.

8. How is the information collected

   Recorded data disclosure to authorised agencies to support post incident investigating by and including law enforcement agencies
   Recorded data disclosed to authorised agencies to provide intelligence.

9. How long is footage stored

   21 days storage

10. Retention Procedure

    21 days

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

    Statutory prosecution agencies
    Judicial system
    Legal representatives
    Data subjects on request

12. How is the information disclosed to the authorised agencies

    By onsite visiting and footage released to those mentioned above by post (tracked and signed for) or electronically.

13. Is there a written policy specifying the following?
    CCTV Data Protection Policy

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

15. Do CCTV operators receive ongoing training?
    Yes

16. Are there appropriate signs which inform the public when they are in the area covered by surveillance camera systems?
    Yes