



Privacy Impact Assessment of the Supply of a Highway Data Capture Solution with Hardware and Associated Services

Version 0.1

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Introduction

The Council has undertaken a Privacy Impact Assessment (PIA) of the Supply of a Highway Data Capture Solution with Hardware and Associated Services.

This document is based on the template produced by Simon Hobbs DPO for the Information Governance Group (IGG).

Annex A

Privacy impact assessment screening questions

These questions are intended to help you decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise. You can expand on your answers as the project develops if you need to.

Will the project involve the collection of new information about individuals? Yes

Will the project compel individuals to provide information about themselves? No

Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? No – information not going anywhere as is excess to requirements of data collection.

Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used? No – Not using it at all

Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition. Yes, faces and number plates of cars may be captured inadvertently during the capture of Highway Asset data.

Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them? No

Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private. No – this is not data that would raise privacy concerns or be considered private as faces and number plates are already in the public domain

Will the project require you to contact individuals in ways that they may find intrusive? No

Annex B

Privacy impact assessment template

This template is an example of how you can record the PIA process and results. You can start to fill in details from the beginning of the project, after the screening questions have identified the need for a PIA. The template follows the process that is used in this code of practice. You can adapt the process and this template to produce something that allows your organisation to conduct effective PIAs integrated with your project management processes.

Step one: Identify the need for a PIA

Explain what the project aims to achieve, what the benefits will be to the organisation, to individuals and to other parties.

You may find it helpful to link to other relevant documents related to the project, for example a project proposal.

Also summarise why the need for a PIA was identified (this can draw on your answers to the screening questions).

The project is to identify & collect data regarding type and location of highways assets across Derbyshire. This will help us to maintain control and awareness of our assets whilst also aiding our abilities to comply with the Department of Transport need for improved asset management of highways assets. The major benefits of this method is that of time and cost. To identify highways assets for the entire network of Derbyshire County Council by any other method is extremely time consuming and expensive due to the number of worker hours required to cover the entire network (5000km of roads).

PIA was identified as needed due to the nature of the asset data collection. The process will involve multiple photographs of highways assets whilst travelling the network. There is therefore a likelihood that some will contain photographs of the faces of members of the public and vehicle number plates– meaning the images may then contain personal data.

Step two: Describe the information flows

You should describe the collection, use and deletion of personal data here and it may also be useful to refer to a flow diagram or another way of explaining data flows. You should also say how many individuals are likely to be affected by the project.

Data is collected via a series of photographic images collected from a moving vehicle travelling the network.

There will be a series of continuous images to enable the identification of assets along the highway – this will include road signs, road markings, street lighting and structures.

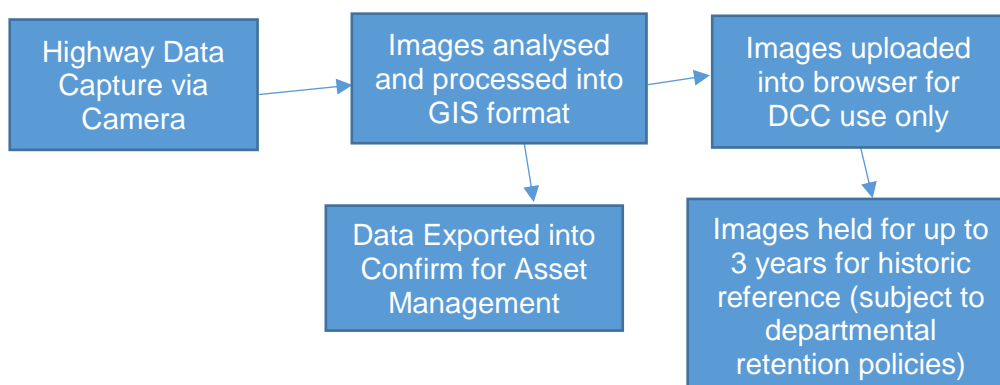
During this capture process it will be inevitable that some of the images collected will contain faces of members of the public and vehicle number plates.

Data collected will then be analysed by a mapping system to identify highways assets and their attributes. A limited number of officers will have access to the software that will be used to gather the asset information in the first instance. It is also intended that the captured images will be made available, again via a controlled access within DCC, This will allow officers to view and derive spatially correct information in a similar way to Google Streetview. However, this will only be accessible via login and password and only available to a discrete number of DCC officers.

The images of the people & vehicle number plates will not be part of the analysis other than that the images will be stored for reference later as historic images of the highway for comparison and change observations.

Any potential identification risk is only by virtue of officer recognition as there is no other potential way of discovering individuals, unless the member of the public realises that they have been photographed and contacts the council to ask for their image to be redacted, having supplied information to enable their image to be identified

The expected process is anticipated to be similar to that below.



Consultation requirements

Explain what practical steps you will take to ensure that you identify and address privacy risks. Who should be consulted internally and externally? How will you carry out the consultation? You should link this to the relevant stages of your project management process.

You can use consultation at any stage of the PIA process.

We will engage with audit and legal services as a key aspect in formulating the specification for the procurement. We have also sought advice from the Information Commissioner on the broad process we intend to follow in order to inform the aforesaid specification.

The only potential privacy risks would be due to officer identification as there will be no data attached to the images for others to access and individually identify.

It is our intention to ensure that there will be a privacy notice available on the DCC website.

There is also the possibility of redaction of the images so individuals cannot be identified. However, it is anticipated that this may need to be an external process by a 3rd party which could potentially increase the risks of data security.

It is also anticipated that this will likely involve further cost every time we require the process to be carried out and also a time element as the process will not be instant – meaning the benefit of having our own asset capture system may be reduced as potentially every network asset update would involve a further cost reducing flexibility.

Step three: Identify the privacy and related risks

Identify the key privacy risks and the associated compliance and corporate risks. Larger-scale PIAs might record this information on a more formal risk register.

Annex three can be used to help you identify the DPA related compliance risks.

| Privacy issue | Risk to individuals | Compliance risk | Associated organisation / corporate risk |
|--------------------|--|--|---|
| 1. Storage of data | A person's face or vehicle number plate may be inadvertently photographed when the data capture process is | The individual or number plate is recognised by a Council Officer and the Council Officer informs someone external | Could contravene legislation, such as the Data Protection Act (1998) and the forthcoming General Data |

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|--------------------|--|--|--|
| | photographing the highway assets. | to the Council that the identified person or vehicle was in the place the photograph was taken at a particular time. | Protection Regulations (GDPR) 2018 |
| 2. Storage of Data | A person's face may be inadvertently photographed when the data capture process is photographing the highway assets. | A person may be aware that their face or vehicle number plate was photographed and requires the Council to remove their data, which would mean that the Council would have to have some means of identifying the individual. | Could contravene legislation, such as the Data Protection Act (1998) and the forthcoming General Data Protection Regulations (GDPR) 2018 |

Step four: Identify privacy solutions

Describe the actions you could take to reduce the risks, and any future steps which would be necessary (e.g. the production of new guidance or future security testing for systems).

| Risk | Solution(s) | Result: is the risk eliminated, reduced, or accepted? | Evaluation: is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project? |
|---|--|---|---|
| A person's face / vehicle number plate may be inadvertently photographed when the data capture process is photographing the highway assets. | 1) Restrict access to authorised personnel only. 2) Images to remain within the confines of DCC Restricted access unless requested via FOI. 3) Faces / number plates to be removed / redacted if necessary on request once asset data is acquired (this would add cost to the process so needs to be an operational consideration) | Risk reduced | Yes |

Step five: Sign off and record the PIA outcomes

Who has approved the privacy risks involved in the project? What solutions need to be implemented?

| Risk | Approved solution | Approved by |
|---|--|-------------|
| A person's face / vehicle number plate may be inadvertently photographed when the data capture process is photographing the highway assets. | <ol style="list-style-type: none"> 1) Restrict access to authorised personnel only. 2) Images to remain within the confines of DCC Restricted access unless requested via FOI. 3) Faces / number plates to be removed or redacted afterwards if necessary on request once asset data acquired. (this would add cost to the process so needs to be an operational consideration) | |

Step six: Integrate the PIA outcomes back into the project plan

Who is responsible for integrating the PIA outcomes back into the project plan and updating any project management paperwork? Who is responsible for implementing the solutions that have been approved? Who is the contact for any privacy concerns that may arise in the future?

| Action to be taken | Date for completion of actions | Responsibility for action |
|---|--------------------------------|---------------------------|
| Restrict access to authorised personnel only. | Ongoing | ETC Highways Officers |
| Images to remain within the confines of DCC Restricted access unless requested via FOI. | Ongoing | ETC Highways Officers |

| | | |
|--|---------|-----------------------|
| 4) Faces / number plates to be removed or redacted afterwards if necessary on request once asset data acquired. (this would add cost to the process so needs to be an operational consideration) | Ongoing | ETC Highways Officers |
| Contact point for future privacy concerns | | |
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