Process or service name		Westburn Road and Hutcheon Street temporary pedestrian monitoring using CCTV	**Data Protection Officer review**	**Date**	**Outcome**
DPIA Reference Number					
Purpose of project		Aberdeen City Council has installed a number of benches on Hutcheon Street and Westburn Road between the City Centre and Aberdeen Royal Infirmary. This is to encourage more walking journeys to take place by providing suitable rest stops on the way, given how hilly the route is in places. In order to establish whether these have been a success, NESTRANS have commissioned pedestrian surveys, using cameras, to be undertaken for 24 hours in June 2023 and 12 months on in February 2024.	**Information Asset Owner approval**	**Date**	**Outcome**

Lead Officer		Kelly Wiltshire			

Description of proposal
In order to encourage people to make more walking journeys between Aberdeen Royal Infirmary and the City Centre, Aberdeen City Council have installed a number of benches on Westburn Road and Hutcheon Street. Given how hilly this corridor is, these should provide useful resting places for pedestrians, especially those who may have been discouraged from walking between the hospital and the City Centre previously. The benches have been procured by the Council using external funding from the Scottish Government's Cycle Walking Safer Routes (CWSR) funding. To establish whether the benches are encouraging more walking to take place it is necessary to undertake monitoring of walking levels on the corridor. NESTRANS, the Regional Transport Partnership, who are working with Aberdeen City Council on this project, have commissioned a supplier, Nationwide Data Collection, to undertake surveys. It is therefore proposed that pedestrian counts, using temporary cameras, will be carried out by Nationwide Data Collection in two locations on the corridor on Westburn Road, just east of Foresterhill Road and at Hutcheon Street, between George Street and Berryden Road. The counts will take place over a 24 hour period and see two cameras installed at each site – one covering each pavement – and counting pedestrian movements in both directions. These will either be mounted on freestanding, telescopic masts and secured to street furniture such as lamp posts or sign posts or mounted on the lamp posts or sign posts themselves. Data will be collected on encrypted USB drives, securely transferred, processed in Nationwide's offices in the UK using their staff and kept for a maximum of 31 days in line with Aberdeen City Council's CCTV procedures. It will be used to inform reports which will be supplied to Aberdeen City Council and NESTRANS within 2 weeks of the data collection taking place. However, neither the Council or NESTRANS will see the actual videos taken. We will only receive the numbers in a report. These numbers will be displayed as a total and potentially broken down by whether the person is a young person or adult. The survey company may also be able to tell us if the pedestrian appears to have a mobility issue. In order to establish whether these benches have had an impact on walking levels, it is proposed to carry out two 24 hour surveys – one in June 2023 and the other after 12 months in February 2024. The project needs an external company to deliver as neither the Council nor NESTRANS have any temporary cameras for capturing the required movements while the existing CCTV cameras across the city do not have the required functionality and aren't available in all the locations that are required for the monitoring. The proposal is that the supplier will be setting the cameras up to film for a 24 hour period in each of the locations and on all three occasions. These three surveys (the first was undertaken prior to the benches being installed) has been funded as part of one procurement exercise which NESTRANS have undertaken.

Action	**Evidence Required**	**Answer**	**Completion Date**
Identify Information Asset Owner for data flow	**Information Asset Owner Name:**		

Ensure appropriate legal bases have been established for the processing	**GDPR Article 6 Legal Basis** (see p.2)	Under the Roads (Scotland) Act 1984 the Council, as Roads Authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them under this section; and for the purposes of such management and maintenance (and without prejudice to this subsection's generality) they shall, subject to the provisions of this Act, have power to reconstruct, alter, widen, improve or renew any such road or to determine the means by which the public right of passage over it, or	12/06/2023

		over any part of it, may be exercised. In this case, as part of its duty to manage the roads, the Council have used these powers to install infrastructure that encourages people to consider walking more frequently by providing more opportunities to rest whilst out and about. As part of this, there is a requirement to monitor the transport network to gauge if these installations are leading to an increase in walking levels. NESTRANS have organised this with the Council's support.	
	GDPR Article 9/10 Legal Basis (special category or criminal convictions data) (see p.2)	Although CCTV images being gathered through the project may in some cases	

		enable special category data to be inferred, this is not the intention of this project, the project is only concerned with the movement of pedestrians on the Hutcheon Street/ Westburn Road corridor.	
Are any third-party organisations or companies processing personal data as part of this proposal? (include details in the data flow map)	**Name(s) of organisation or company:**	"Nationwide Data Collection" have been procured by NESTRANS to undertake this work on behalf of the Council and NESTRANS. Following an Invitation to Quote exercise, Nationwide emerged as the best value of the three suppliers who bid for the work.	12/06/2023
Ensure an appropriate Privacy Notice is drafted and agreed (either new privacy notice needs to be drafted or existing notice amended)	**Privacy Notice Reference Number:**	As the supplier will be collecting the data and will be responsible for the equipment and the processing of the data it should be	12/06/2023

		their responsibility to provide these notices. However, as NESTRANS are the ones commissioning the project and the Council, as Roads Authority, has responsibility for the adopted roads in the city and were part of the project team that prepared the procurement documents, assessed the bids and have provided the supplier with the reasoning behind the project, details of the aspects we want monitored and the locations we want this monitoring to be undertaken in, it was down to us to ensure that this need for a Privacy Notice was included within our procurement	

		documentation. This was done.	
Identify appropriate retention period for information	**Retention period identified:**	The procurement documentation we issued contained reference to the Council's CCTV procedure where the Council can only retain any data captured by the cameras for 31 days, and the contractor will be instructed to retain CCTV footage only for 31 days.	12/06/2023
Appropriate procedures, training and communication for staff on new processes	**Name of procedure, training or communications:**		12/06/2023
Update Information Asset entry on Information Asset Register	**Information Asset Register Data Flow Number(s):**	DF412	12/06/2023
Data Protection Principles			
What personal data is being processed? (include details in the data flow map)	The personal data being processed is CCTV images captured on the temporary cameras. The supplier has stated that, during daylight hours, the images produced may be of a sufficient quality to identify a person. However, this data will be securely stored on encrypted USB devices, only kept for 31 days and only accessed by Nationwide Data Collection staff which minimises the risk of being able to identify a person. NESTRANS and the Council will also only see the actual numbers presented in the reports and not the videos. This level of detail is sufficient for the purposes of this project. However, there is a risk that, should we ever be asked to provide the data captured by the cameras to the police, a person could still be identified Therefore, the notice will have to reflect this risk, NESTRANS will also request examples of the camera footage to be able to judge how detailed it is and therefore establish any further risks associated, prior to the cameras going live.		

How is the personal data being collected? (include details in the data flow map)	By CCTV cameras located on freestanding masts or attached to lighting columns and sign posts across relevant sites in the Aberdeen City Council area. The cameras are installed and managed by the supplier. The data is then stored on encrypted USB devices and is collected by the supplier at the end of the 24 hour period, transported back to their offices in the UK and then processed and analysed in the same UK offices to produce the report. The data will be analysed in-house by the consultant, using their own staff. The cameras will be checked several times during the 24 hour period by the supplier to ensure that they are functioning properly. If this is not the case or if, for any reason, the data has not been recorded on the USB device, the supplier will undertake the exercise again.
How will the accuracy of personal data being processed be ensured?	Although personal data is potentially being collected as part of this project, it is not being used to inform this project and will not feature in the final reporting shared with NESTRANS and the Council. NESTRANS and the Council are only concerned with the number of pedestrians passing through a space and which directions they are moving in. Although the supplier should be able to report on whether the pedestrian is a young person or an adult and identify people with mobility issues, this will not be done at a level which would infringe upon personal data. This will be mitigated by the contract in place with the supplier which will impose restrictions on any other use of CCTV images other than the provision of the report for NESTRANS and the Council and by the short retention period for the images, in accordance with the Council's CCTV Procedure.
What is the expected volume of data/transactions to be processed? (e.g. daily/weekly/monthly)	As above, the proposal is that the supplier will film for three 24 hour periods in February 2023, June 2023 and February 2024 at two sites with 4 cameras across them.
How will inaccurate personal data be rectified?	No provision for this.
How will personal data be secured against inappropriate or accidental access, loss or destruction or damage?	The cameras will be mounted on high structures - free standing masts, lamp posts and sign posts - in order to ensure that they get a good coverage of the street and are therefore not easily reached and stolen. They are also secured with suitable ties. The supplier has confirmed that the height of the cameras and strapping used usually prevents theft. The USB devices that store the data will also be encrypted to protect the data.

Is the personal data being processed the minimum amount of data to achieve the purpose required?	Yes, the use of cameras will help to provide more directional information about users and should be able to distinguish between young people and adults. Although personal data is potentially being collected as part of this project, it is not being used to inform this project and will not feature in the final reporting shared with NESTRANS and the Council.
Is there the potential for personal data to be used for a new purpose, beyond the original aim of the processing?	No, the CCTV footage will only be used to provide the reports commissioned from the supplier. However, it is appreciated that there is always the potential that CCTV footage be requested by Police Scotland should they require it to help in solving a crime. Although the supplier would be the data processor, NESTRANS is the Data Controller in this instance and would therefore be the first point of contact for Police Scotland should they require this data, and NESTRANS would assess any requests for CCTV footage in accordance with our Corporate Policy and Procedure, and make the decision about whether or not footage should be disclosed or refused if we receive third party requests for it, and instruct the supplier accordingly. This was written into the procurement documentation.
Does the processing involve using new technical measures?	No
Will personal data be processed outside the UK?	No, The data will not be processed outside the UK

Data protection or privacy risks or issues identified

Risk Description	**Additional action to reduce or mitigate risk**	**Action Accepted? (Y/N)**	**Residual Risk Likelihood**	**Residual Risk Impact**	**Residual Risk Rating**
		Y/N	Remote/ Possible/ Probable	Minimal/ Significant/ Severe	Low/ Med/ High
Danger that people may be able to be identified if they appear on camera	Ask supplier to provide examples of the camera footage and the quality of the image that they capture to gain assurance in this respect.	Y	Remote	Minimal	Low

	Data will be stored on encrypted USB sticks which can only be accessed by the supplier and their staff				
Members of public complain about the use of cameras	Signs are put up and details of the data collection on the NESTRANS website	Y	Possible	Minimal	Low
Somebody steals a camera and gets access to data	Cameras are mounted above head height and data is encrypted	Y	Remote	Minimal	Low
Contracted data collection company does not process or store data securely	Ask for details of their GDPR processes and how they store and process personal data as part of procurement exercise. Ensure that appropriate data processor clauses are entered into the supplier.	Y	Remote	Minimal	Low
Police ask for camera data as there has been an incident in the area	As data Controller, requests for this should come to NESTRANS. Members of the public made aware of cameras by signage and NESTRANS website	Y	Possible	Significant	Medium

Additional actions identified			
Action	**Owner**	**Due Date**	**Completion Date**
Arrange to see examples of the level of detail the cameras will capture from the supplier to gain assurances on quality of images	Kelly Wiltshire	As part of procurement exercise	Award
Request and review documentation from the supplier in respect of the measures they have in place to ensure the security of the processing to ensure NESTRANS is satisfied	Kelly Wiltshire/ Alan Simpson	As part of procurement exercise	Award

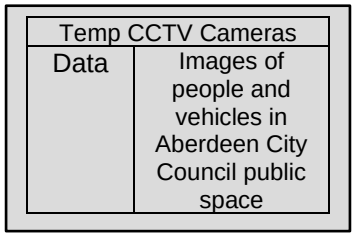
that it has sufficient guarantees re. their organisational & technical measures			
Agree and arrange for appropriate communications about the new temporary CCTV cameras and their purpose to be included on the NESTRANS website	Kelly Wiltshire	Once contract has been awarded	Prior to cameras going live
Ensure appropriate signage is agreed and in place for the temporary cameras is in place in accordance with the Council's corporate CCTV procedure	Kelly Wiltshire/ Alan Simpson/ supplier	Once contract has been awarded	Prior to cameras going live
Ensure that contractual terms with supplier include appropriate Controller – Processor clauses to ensure the appropriate management of CCTV images	Alan Simpson/ Kelly Wiltshire/ CPU Legal	As part of procurement exercise	Award

Data Flow: data flow diagrams demonstrate the data processing, showing the personal data types and format of the information, the parties involved and how the data will be transferred and stored. If there is more than one data flow include all in scope.

Data Flow Name: Temporary CCTV Cameras

Data entity affected: Select from: Child; Customer

Data capture/ collection	Data Storage & Retention	Data Access & Use	Data Sharing/ communicating	Data Reporting & Monitoring



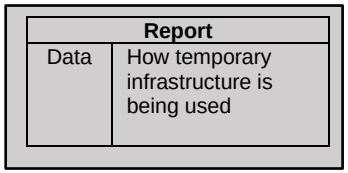
Images will be stored on encrypted USB devices on the cameras, for the filming period. Supplier staff will check on the cameras and the signage several times during the 24 hours

Supplier staff will collect the usb devices and store them securely on premise.

Footage will be retained by the supplier for up to 31 days

Supplier staff use the footage to produce a report for NESTRANS and the Council. This report will contain no personal data derived from CCTV images.

CCTV images will not be accessed or viewed by the Council or NESTRANS.



NESTRANS and Aberdeen City Council staff will use the report to assess the numbers of pedestrians passing through the camera sites

The Council and NESTRANS staff will use the data in the reports, which will just be the numbers of people, to monitor the success of the project but will not rely on personal data to do this