



Question: How do I conduct a Privacy Impact Assessment?

Answer: Privacy Impact Assessments (PIAs) can help organisations identify the best way to comply with data protection obligations and meet expectations of privacy. It can identify and fix data issues at an early stage, reducing associated costs and negative PR which might otherwise occur.

What is a Privacy Impact Assessment?

A PIA is a process which assists organisations in identifying and minimising the privacy risks of new projects or policies. Conducting a PIA involves working with people within the organisation, with partner organisations and with the people affected to identify and reduce privacy risks. The PIA will help to ensure that potential problems are identified at an early stage, when addressing them will often be simpler and less costly. Conducting a PIA should benefit organisations by producing better policies and systems and improving the relationship between organisations and individuals.

Privacy can be defined in two types:

Physical privacy - the ability of a person to maintain their own personal space or solitude. Intrusion can come in the form of unwelcome visits to the person's home, searching their possessions, bodily searches, surveillance and biometric information.

Informational privacy - the ability to control, edit and delete information about themselves and to decide how much of that information is communicated to others. Intrusion can come in the form of collecting excessive personal information, disclosure of personal information without consent and misuse of data. It can include the collection of data through surveillance in public or private spaces and through the monitoring of communications whether by post, phone or online and extends to monitoring the records of senders and recipients as well as the content of messages.

Use our quick Privacy Impact Assessment checklist to help evaluate your proposed or current CCTV system or read advice from the PIA code of practice to carry out your own assessment.

Guidance supplied by Information Commissioner's Office www.ico.org.uk

Click to download the full advisory document from the ICO

<https://ico.org.uk/media/for-organisations/documents/1595/pia-code-of-practice.pdf>

This CCTV installation tip is aimed at helping you to install CCTV equipment. If you are looking for answers on "how to fit CCTV" or perhaps "how to network a DVR or NVR" or even "how to get CCTV on your mobile phone" why not check out our full range of CCTV installation tips at: www.systemq.com

How to guides aim to answer commonly asked questions in a concise and informative manner. They are for advice & guidance only and do not replace any of the manuals or other literature supplied with our products.

Privacy Impact Assessment Checklist

1) What is the purpose of your proposed or existing CCTV system?

2) What individuals are likely to be recorded or monitored on the system? How will it benefit each listed party? List in table below.

3) How will information be collected?

4) How will information be stored?

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Party Name: _____ Party Number: _____ Number consulted if any: _____

| CCTV Device & Location <small>(camera or microphone)</small> | Benefit Score A | Possible PI Score B | Net Benefit (A-B) |
|---|-----------------|---------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Rate 1 – 5 where 1 is least and 5 is most, where Net benefit Score is negative the privacy impact outweighs the benefit for that party.

Results: _____

Conclusions drawn: _____

Solutions & Recommendations: _____

Outcome:

Risk & Approved solution: _____

Approved by: _____ Date: _____

Action to be taken: _____ Date for completion of actions: _____

Responsibility for action contact point for future privacy concerns: _____