

Data Protection Impact Assessment (DPIA)

Start to fill out the template at the beginning of any major project involving the use of personal data, or if you are making a significant change to an existing process.

Step 1: Identify the Need for a DPIA

Explain broadly what the project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

The need for a DPA has been identified following Council's resolution February 2021 to 'continue to record proceedings of the Council when Council goes into committee. These recordings should not be publicly available but held by Council for future reference. Many times we have required clarification from a meeting which had gone into committee and not had the information available and many times we have seen call-ins come back to say that the audio was not available and so limited consideration could be given or information on a member's or officer's contributions cannot be sought as the audio recording has stopped. In order to ensure good governance and ease of reference the audio recording should continue, in a manner most suitable, to be held privately by the Council as a record of the meeting.' The motion was amended to include 'the audio recording including in committee sessions of all committee meetings with the exception of the Planning Committee.'

Meetings of Council and Committee are attended by external individuals/bodies who attend either by request or on the request of Council/Committee to present to or provide advice to the Council.

Step 2: Describe the Processing

Describe the Nature of the Processing:

How will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or another way of describing data flows. What types of processing identified as likely high risk are involved?

Council will use your personal information when you view/attend/participate in a council or committee meeting.

We will do this as part of our legitimate interest/public task and in order to promote democratic engagement, improve accessibility and openness of our decision making process.

The data will be collected on SD card through Council's audio recording system. Other personal data, e.g email address, name will be collected following application to attend a meeting.

Each Council and Committee meeting will be recorded (with the exception of Planning Committee). There will be 2 recordings of each meeting i.e. the public open session and the confidential closed session.

Two separate recordings will be produced to mitigate the risk of the confidential closed session being published. This recording will be stored securely. The Council adopted guidelines for the audio recording of its meeting and confidential recordings will be stored in accordance with these.

The public open recordings will be published on Council's website.

Those attending meetings will be advised before attendance and at the meeting that the meeting is being audio recorded.

Describe the Scope of the Processing:

What is the nature of the data, and does it include any special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

The data will be the audio recording of the Council and Committee meetings and email addresses, contact details.

The agenda will list the business for each meeting. Each meeting will be recorded in its entirety including the closed confidential section where exempt information under Schedule 6 of the Local Government Act (Northern Ireland) 2014 may be discussed or advice provided.

1. *Information relating to any individual.*
2. *Information which is likely to reveal the identity of an individual.*
3. *Information relating to the business affairs of any particular person (including the council holding that information).*
4. *Information relating to any consultations or negotiations or contemplated or negotiations, in connection with any labour relations matter arising between the council or a government department and employees of, or office holders, under the council.*
5. *Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.*
6. *Information which reveals that the council proposes (a) to give under any statutory provision a notice by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any statutory provision.*

7. Information relating to any action taken or to be taken in connection with the prevention investigation or prosecution of crime.

The open recordings will be published on Council's website.

The confidential recordings will not be published.

Other personal data will only be used/shared to facilitate attendance at meetings.

Describe the Context of the Processing:

What is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved?)

Those attending will be advised prior to and at the commencement of the meeting that the meeting is being recorded.

Officers of the Council and Elected Members are bound by respective Codes of Conduct.

Council operates its meeting within the provisions of the Local Government Act (NI) 2014 and its Standing Orders.

Describe the Purposes of the Processing:

What do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing for you, and more broadly?

The purpose of facilitating attendance at council and committee meetings and making audio recordings of the meetings for publication is considered by Council to be in the public interest and part of the open government agenda of accessibility, transparency and accountability.

Step 3: Consultation Process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

Officers and Elected Members were involved in the decision making process. External bodies who either attend for a statutory purpose or on request will be advised that meetings are audio recorded in advance of attendance. Council's ICT department will provide advice and guidance on secure storage and publication of the audio recordings.

Step 4: Assess Necessity and Proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measure do you take to ensure processors comply? How do you safeguard any international transfers?

Council's lawful basis for processing is that we are processing the data for our legitimate interests. Anyone attending or participating in the meeting will be informed of this in advance.

Step 5: Identify and Assess Risks

Describe the source of risk and nature of potential impact on individuals. <i>Include associated compliance and corporate risks as necessary.</i>	Likelihood of Harm <i>Remote, possible or probable</i>	Severity of Harm <i>Minimal, significant or severe</i>	Overall Risk <i>Low, medium or high</i>
<p>Data breach involving the confidential audio recording or personal information.</p> <p>Attendees not aware that meetings are being audio recorded.</p> <p>Retaining the data for longer than necessary.</p>	<p>Possible</p> <p>Remote</p> <p>Possible</p>	<p>Significant</p> <p>Significant</p> <p>Minimal</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>

Step 6: Identify Measures to Reduce Risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in Step 5

Risk	Options to Reduce or Eliminate Risk	Effect on Risk	Residual Risk	Measure Approved
<p>Data breach involving the confidential audio recording or personal information.</p>	<p>2 separate recordings made at each meeting.</p> <p>Personal information limited to staff involved in facilitating meetings.</p> <p>Advice and guidance provided to staff involved in processing the audio recordings and other information provided in relation to attendance at meetings.</p> <p>Guidance developed and adopted by Council in relation to the audio recording of meetings.</p>	<p>Reduce</p>	<p>Low</p>	

<p>Attendees not aware that meetings being audio recorded.</p>	<p>Privacy statement and Data Protection Impact Assessment completed covering intended use of the information and lawful basis.</p> <p>Attendees informed in writing prior to meeting.</p> <p>Chair to make announcement at commencement of meeting and at commencement of confidential session.</p> <p>Notices on Council Chamber doors.</p>	<p>Reduce</p>	<p>Low</p>	
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Retaining the data for longer than necessary.	<p>Data retained in line with Retention and Disposal Policy.</p> <p>Staff guidance and advice provided in relation to retention and disposal.</p>	Reduce	Low	
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Step 7: Sign Off and Record Outcomes		
Item	Name/Date	Notes
Measures approved by:		<i>Integrate actions back into project plan, with date and responsibility for completion</i>
Residual risks approved by:		<i>If accepting any residual high risk, consult the ICO before going ahead.</i>

Summary of DPO advice: DPO has considered the information contained in the Data Protection Impact Assessment and has no further comments to make.		
DPO advice accepted or overruled by:		<i>If overruled, you must explain your reasons.</i>
Comments:		
Consultation responses reviewed by:		<i>If your decisions departs from individuals' views, you must explain your reasons.</i>
Comments:		
The DPIA will be kept under review by:		<i>The DPO should also review ongoing compliance with DPIA.</i>