

## Use of Drones

We are authorised to photograph, film, and assess sites across the London borough of Harrow using a 'drone' - also known as an unmanned aircraft system (UAS).

Drones help us to:

- Carry out site surveys for various purposes
- Carry out media capture at certain events

In particular, drones help us to view sites which would ordinarily be difficult to access on the ground.

The London Borough of Harrow operate under the Open Category of the [Civil Aviation Authority's \(CAA\) \(opens new window\)](#) drone policy. This allows us to operate using small, light weight drones for our site captures and some media related activities.

We use qualified remote pilots to fly drones where necessary. Having fulfilled the prerequisite requirements or certification for the class of drone being used. The operator has overall responsibility for making sure every flight takes place safely and within the law.

Pilots will operate drones in an overt manor, ensuring that high visibility jackets and identify badges and worn when operating drones for Council purposes.

The qualified drone team will make sure:

- Images or video recordings captured during drone flights will be stored securely or processed, anonymised and securely destroyed.
- Images and video recordings are only taken when required as part of the operation and our drones do not record continuously during flights.
- Any images or recordings which are not relevant to the drone flight will be securely destroyed, in line with the principles set out in the Data Protection Act (2018) and The General Data Protection Regulations.
- Images or footage captured for communication or publicity will not be anonymised but will have approval from participants to be included in such footage as standard communications recording and work does.

The [Information Commissioner's Office \(opens new window\)](#) has been consulted about data protection.

## Risk Assessments

The risk assessment below sets rules for how the team must work.

- Drones must only operate when the operator is:

- Comfortable
- Safe
- Wearing high visibility
- Drones must be checked before flying to ensure they are safe to fly
  - Drone frame has no issues
  - Batteries are functional
  - Flight controls operate as expected
- Drones must only operate in suitable conditions:
  - Temperature range -10 to 40 degrees C
  - Max expected wind speeds lower than 20mph
  - No precipitation expected
- Drone must only operate once hazard checks are done before going on site as well as once on site to check for:
  - Tall objects that might interfere with flight
  - Large groups of birds or other flying animals that might interfere with flight
  - Power lines or power infrastructure that might interfere with flight
  - Flight paths of aerial vehicles and other drones (permission is sought from air traffic controllers where permission is required – we will not fly within restricted air space without written consent)
- Drones must not fly over large crowds of people without operator having the required certification and training to undertake such activities.
- Drones must not fly close to residential properties

## Stakeholders

<b>Agencies or stakeholders granted access to outputs of drone captures</b>	<b>How the information is disclosed</b>
Council teams and staff	3D models and meshes provided to Council staff through existing mapping systems  Communication images or footage from approved events shared through internal file shares with staff in the communications team.
Members of the public	3D models and meshes shared where appropriate for planning consultations or where it improves our services or engagement with residents

## **Data Handling**

Data is handled with care and only kept when absolutely necessary in our processing pipeline. Only drone operators have access to the drone and any images it captures, these images are processed on the same day they are captured. Images captured by the drone are securely destroyed once they have fulfilled their purpose of their capture, normally on the same day they are captured.