Security-Privacy-Cost **evaluation** Matrix

gatherings-project.eu

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The present matrix aims to equip event organisers with a Decision Roadmap tool to assist them in selecting balanced security options from a security-cost-privacy point of view.

The present tool is structured as a **3-step assessment process**:

Step 1: **Brief Checklist of Core Security Aspects**

The user is asked to conduct a brief checklist of core security aspects of the event organised. At the end of this step, the user will be aware of grey areas that require closer inspection before deploying one or more security options.

Step 2: **Advanced Assessment of Grey Areas**

The user assesses the grey zones identified in more detail to identify risks and vulnerabilities raised by using a security option within a scenario.

Step 3: **Risks Mitigation Measures Required**

The user maps out risk mitigation measures for the risks identified at Step 2.

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Step 1 | Brief Checklist of Core Security Aspects
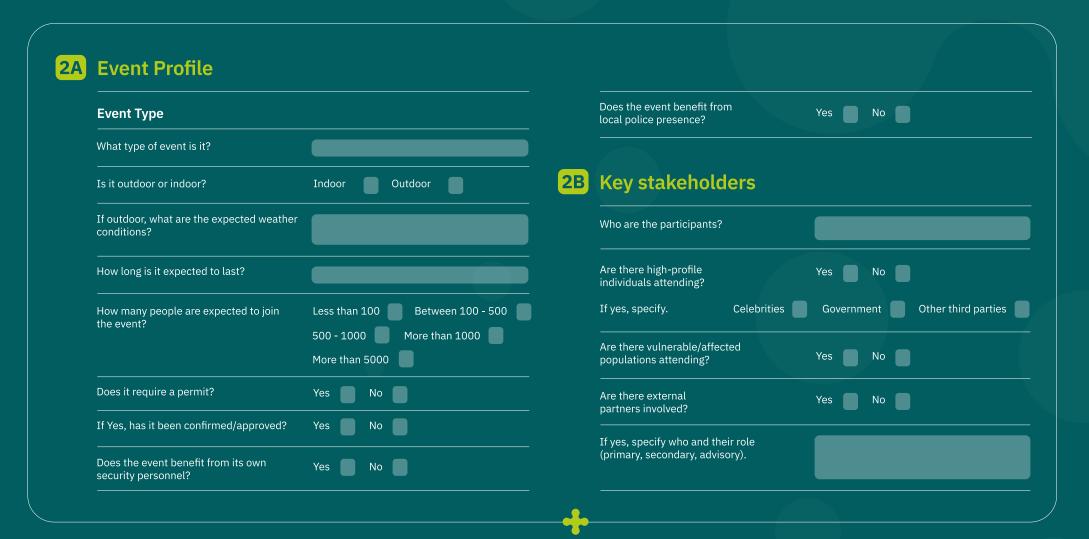
1A Preliminary Assessment Goal and Scope

Set your role

Determine your level of involvement into security decision-making: Primary (direct involvement on the ground), Secondary (indirect involvement on the ground), Advisory (planning involvement but no involvement on the ground).

Why are you completing this assessment? What is your goal?

Level of assessment sharing

	Yes	No
Internal	☐	☐
Interdepartmental	☐	☐
Interinstitutional	☐	☐
Public	☐	☐
Is the involvement of external experts (Primary/Secondary/ Advisory) required for this event?*	☐	☐

*If Yes, then Section 2b is mandatory.

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2A Event Profile

Event Type

What type of event is it?

Is it outdoor or indoor?　　　　Indoor ☐　　Outdoor ☐

If outdoor, what are the expected weather conditions?

How long is it expected to last?

How many people are expected to join the event?
　　Less than 100 ☐　　Between 100 - 500 ☐
　　500 - 1000 ☐　　More than 1000 ☐
　　More than 5000 ☐

Does it require a permit?　　Yes ☐　　No ☐

If Yes, has it been confirmed/approved?　　Yes ☐　　No ☐

Does the event benefit from its own security personnel?　　Yes ☐　　No ☐

Does the event benefit from local police presence?　　Yes ☐　　No ☐

2B Key stakeholders

Who are the participants?

Are there high-profile individuals attending?　　Yes ☐　　No ☐

If yes, specify.　　Celebrities ☐　　Government ☐　　Other third parties ☐

Are there vulnerable/affected populations attending?　　Yes ☐　　No ☐

Are there external partners involved?　　Yes ☐　　No ☐

If yes, specify who and their role (primary, secondary, advisory).

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2C Prior Internal Risk Profile Classification

Is there an existing internal risk assessment for this type of event?

If yes, please report the risk classification   Low ☐   Medium ☐   High ☐

If no, please proceed with section d: Event specificities

2D Event Specificities

Are there any grounds for specific concerns or uncertainties for this type of event?   Yes ☐   No ☐

2E Event Specificities

Are there emergency procedures set in place for the event (emergency exits, gathering places, clear information of procedures to be followed in case of natural disasters (fires, earthquakes, etc)) or other urgent situations?*   Yes ☐   No ☐

* If no, please request an emergency procedure and confirm its approval here.

Are there specific traffic arrangements?

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3A Event Security Options

Location Risk Assessment			Do you anticipate the following elements as ordinary for this type of event?		Please detail if anything is out of the ordinary
Security & Safety: Is the area of the event perceived as secure based on previous experience?	Yes ☐	No ☐	Yes ☐	No ☐	
Is the area of the event perceived as secure from a participant point of view?	Yes ☐	No ☐	Yes ☐	No ☐	
What is the local area criminality score?	Low ☐ Medium ☐	High ☐	Yes ☐	No ☐	
Is there a public surveillance system available in the area?	Yes ☐	No ☐	Yes ☐	No ☐	
Is the event location safe from any hazards?	Yes ☐	No ☐	Yes ☐	No ☐	
Are there safety briefings to be held prior to the start of the event?	Yes ☐	No ☐	Yes ☐	No ☐	

* If the majority of replies is 'No' and/or medium/high level, Step 2 is necessary/obligatory.

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3B Technology Use Risk Assessment

Is the use of technology necessary for this type of event?

Video Surveillance Use and Means	Technology present?	Perceived Risk Level of Chosen Technologies	Security risk/manipulation 1 (low) - 5 (high)	Efficiency 1 (low) - 5 (high)	Do you anticipate the following elements as ordinary for this type of event?	Please detail if anything is out of the ordinary
Overt (the participant is informed of the technology in use)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Covert (the participant is not informed of the technology in use)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Fixed of Mobile Cameras	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Drones	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
CCTV	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Body Cameras	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Other (specify)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	

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3B Technology Use Risk Assessment

Audio Surveillance Use and Means

	Technology present?	Perceived Risk Level of Chosen Technologies	Security risk/manipulation 1 (low) - 5 (high)	Efficiency 1 (low) - 5 (high)	Do you anticipate the following elements as ordinary for this type of event?	Please detail if anything is out of the ordinary
Audio Surveillance Use and Means						
Overt (the participant is informed of the technology in use)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Covert (the participant is not informed of the technology in use)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Microphones	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Other audio surveillance equipment	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Human Security Assurance						
Overt (the participant is informed of the presence of security personnel)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Covert (the participant is not informed of the presence of security personnel)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Average ratings	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	

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3C Technology Use Risk Assessment

Participant Access and Crowd Control Solutions

	Control present?	Perceived Risk Level (Low, Medium, High)			Privacy intrusion level 1 (low) – 5 (high)	Efficiency level 1 (low) – 5 (high)	Do you anticipate the following elements as ordinary for this type of event?	Please detail if anything is out of the ordinary
Access and Security Control Solutions (please check those applicable)								
Free Access	Yes ☐ No ☐	Low ☐	Medium ☐	High ☐	☐	☐	Yes ☐ No ☐	
Participants Screening prior to registration (e.g., Age)	Yes ☐ No ☐	Low ☐	Medium ☐	High ☐	☐	☐	Yes ☐ No ☐	
Ticket Scanners/ Ticketing apps/Turnstile access	Yes ☐ No ☐	Low ☐	Medium ☐	High ☐	☐	☐	Yes ☐ No ☐	
Defined list of prohibited items at the venue	Yes ☐ No ☐	Low ☐	Medium ☐	High ☐	☐	☐	Yes ☐ No ☐	
Luggage Screening	Yes ☐ No ☐	Low ☐	Medium ☐	High ☐	☐	☐	Yes ☐ No ☐	
Other (Please detail)	Yes ☐ No ☐	Low ☐	Medium ☐	High ☐	☐	☐	Yes ☐ No ☐	

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3C **Technology Use Risk Assessment**

Participant Access and Crowd Control Solutions	Control present?	Perceived Risk Level (Low, Medium, High)	Privacy intrusion level 1 (low) – 5 (high)	Efficiency level 1 (low) – 5 (high)	Do you anticipate the following elements as ordinary for this type of event?	Please detail if anything is out of the ordinary
Crowd Management Approach (Please check those applicable)						
Defined access flows set in place (various access points, staggered entry based on ticket categories/ seating areas)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Crowd flow management measures (controlled layout design, barriers placement, signage indicating directional flow, other)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Crowd Gathering Point Measurements (i.e., clustering tracking via cellular phones, Bluetooth connections, other..)	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Dedicated coordinator assigned with overseeing crowd management	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	
Average ratings	Yes ☐ No ☐	Low ☐ Medium ☐ High ☐			Yes ☐ No ☐	

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3D Technology Use Risk Assessment

Vulnerability and Grey Areas Mapping

Operational Risk

Please detail if anything is out of the ordinary

List identified elevated risk security options based on this assessment.

Yes ☐ No ☐

Are there existing communication channels with community stakeholders? If no, please take relevant action.

Yes ☐ No ☐

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Step 2 | **Advanced Assessment**

Advanced assessment of security options

Which security options have been chosen?

Consider how the security options chosen at Step 1 work together as a whole for your event:

Please use the following figure to provide a timeline of the event, including when the technological solutions will be used. Please continue on a separate page if needed.

A Timeline for:

Name:

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4A Security and Safety Added Value

Security and Safety Added Value	Security Improvement: 1-Very low; 2-low; 3-Medium; 4-High; 5- Very High				
To what extent does the solution proposed lead to increased operational security?	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
To what extent does it lead to increased perceived security from the public's standpoint?	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
To what extent does it support efforts to recover from breaches or other security mishaps?	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
What is the likelihood of technology malfunction, if applicable? Please specify if there is a contingency plan.	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

4B Average Security and Safety Added Value

To what extent does the solution proposed have a prevention or deterrence role?	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐
To what extent could it serve towards an early warning?	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐

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5A Social and Economic Costs

Economic Costs Effectiveness	Cost effectiveness: 1-Very low; 2-low; 3-Medium; 4-High; 5- Very High
Cost fairness for product/service	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Cost fairness for product/service	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Impact on total budget	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Hidden costs (subscriptions/data storage costs/management costs etc)	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Personnel training costs	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

5B Social Costs effectiveness

Social Costs effectiveness (social impact proportionality assessment)	Cost effectiveness: 1-Very low; 2-low; 3-Medium; 4-High; 5- Very High
Impact on Public Perception by deploying the selected security option	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Differential Impact Anticipated on Children	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Differential Impact Anticipated on Girls and Women	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Gender-based differential impact	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Ethnicity-based differential impact	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Impact on Individuals with Physical Disabilities	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Impact on Neurodivergent Individuals	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Social Advantage Anticipated (e.g., option helps tackle social challenges such as violence against women and girls at public events)	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

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5C Impact on Privacy

Is your security option considered standard practice for the type of event?

Yes ☐ No ☐

If no, please explain.

Are data subjects fully informed of data collection activities throughout the event?

Yes ☐ No ☐

If no, please explain.

Are there any concerns of privacy infringements based on your security measures choices?

To what extent are measures for the aforementioned concerns cost effective?

Cost effectiveness:
1-Very low; 2-low; 3-Medium; 4-High; 5- Very High

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

5D Personal Data Management

Will data collection be conducted based on participants' informed consent or on other legal basis for collection?

Yes ☐ No ☐

If no, please explain.

Is data collection performed fully according to GDPR and/or National legislation requirements including the Law Enforcement Directive where applicable?

Yes ☐ No ☐

5E Data Processing Chain Vulnerability

Will data collection, processing and storage will be conducted?

A) within the EU ☐

B) partially or fully outside of the EU? ☐

C) in more than 2 countries ☐

How would you rate your data privacy expertise within your organization?

A) Fundamental Awareness (basic knowledge) ☐

B) Novice (limited experience) ☐

C) Intermediate (practical application) ☐

D) Advanced ☐

E) Expert (recognized authority) ☐

Average Anticipated Cost Score

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6A Overall Security Option Justification

Overall Security Option Justification	1-strongly disagree; 2-disagree; 3-Neutral; 4-Agree; 5-Strongly agree
The security option is the most suitable for the venue and event characteristics	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
The security option is the most suitable security-cost-privacy wise for this event	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
The security option is easy to deploy	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
The security option does not need special procedures or technical facilities	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Mitigation measures available for vulnerabilities identified (q 4-6)	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Significant residual risks remain after mitigation measures are implemented (q 4-6)	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐

The deployment of this technology will support and develop social trust	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
The security option will minimise psychological distress caused by the chosen measures.	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐
Average Security Option Justification score	

*If one or more of the 4-7 categories score over 3, please justify the choice to continue with the selected security option and detail mitigation measures in part C
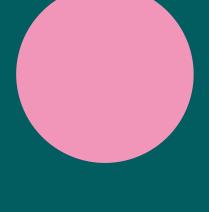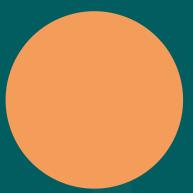
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Step 3 | **Mitigation**

7A Assessment of mitigation measures

What mitigation measures are you planning for the risks and vulnerabilities identified in Part B?

What could you use as a plan b if this type of security option was not accessible?

Are there any residual risks after you implement the mitigation measures?

Yes ☐   No ☐

Please explain:

Lessons Learned (to be filled out post event) (post-event analysis and key learnings to consider for future similar events)

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