

Privacy Notice for Herefordshire CCTV

Information held about you

Herefordshire Council's CCTV service is called Herefordshire CCTV.

Herefordshire CCTV collects personal data to primarily identify persons for insurance claims or subject access requests.

In order to provide and manage Herefordshire's CCTV, it is necessary for us to collect and hold personal information about you. This information will include:-

- Basic details about you such as address, telephone number, email address, date of birth, description, vehicle description.

Herefordshire CCTV's recordings are used for public safety interests and the prevention and detection of crime. Recordings also provide enforcement agencies with evidence of criminal activity, for formal actions including prosecutions in court and identification of offenders in investigations.

These recordings contain images of the public going about their daily business as well as offenders, persons wanted and missing.

On occasions where RIPA applies, this may include targeted footage of private property.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Herefordshire Council.

How will we use the information we hold about you?

We will collect information about you (where applicable) to:-

- Help reduce the fear of crime
- Assist with the apprehension and prosecution of offenders.
- Enhance the safety of staff and the public.
- Provide evidential material for court proceedings.
- Reduce incidents of public disorder and anti-social behaviour
- Process Subject Access Requests

What is the legal basis for us to process your data?

The legal basis for processing the data is

- Section 163 of the Criminal Justice and Public Order Act 1994
- Crime and Disorder Act 1998
- Protection of Freedoms Act 2012
- In certain Circumstances - Regulation of Investigatory Powers Act

Who we will share your information with

We will only share CCTV footage where we are legally obliged to do so, or where we are allowed to do so under certain exemptions - for example, for the prevention or detection of crime.

We may share your information with partner organisations, including:-

- CCTV operators
- Internal/External enforcement agencies Trading Standards, HMRC
- Police Forces
- Fire and Rescue Services
- With members of the public under very strict Data Protection or Freedom of Information conditions
- We will also share information with insurance companies
- We will share details of those convicted with local crime reduction partnerships

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long do we keep your records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for 28 days relating to CCTV images and paper records of Subject Access Requests and insurance company requests is 6 years. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Information Governance Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE or via email, informationgovernance@herefordshire.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing accurate information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact <team> in the first instance. You can also contact the Data Protection Officer, Carol Trachonitis, at Herefordshire Council, Plough Lane, Hereford HR4 0LE, telephone (01432) 260616, email: informationgovernance@herefordshire.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>