

PN098 – SRS CCTV PRIVACY NOTICE

Torfaen County Borough Council is committed to protecting your privacy when you use our services. This Privacy Notice is designed to give you information about the data we hold about you, how we use it, your rights in relation to it and the safeguards in place to protect it.

TCBC Service Area:	PSSU
Work area:	Shared Resource Service (SRS)
Contact Details:	srscomms@srswales.com
Privacy Notice Name:	SRS - CCTV

Data Controller:

Torfaen County Borough Council
C/o Civic Centre
Pontypool
NP4 6YB

If you wish to raise a concern about the handling of your personal data, please contact the Data Protection Officer using the details below:

Data Protection Officer:

Susan Bullock
01633 647467
Email: dpa@torfaen.gov.uk

Torfaen County Borough Council has installed CCTV (Closed Circuit Television) cameras in various locations within the borough for the purposes of reducing crime, disorder, anti-social behaviour and the fear of crime by helping to provide a safer environment for those people who live and work in the area and for visitors travelling through the area.

In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme.

1) Who provides your data to the Council?

The personal information we process is provided to us directly by you.

2) How does the Council collect this information:

SRS capture live recordings via CCTV Cameras.

3) What information does the Council collect about you?

Live recordings captured include:

- Moving Images
- Still Images
- Vehicle Details

4) Why does the Council process your personal data?

Under Article 6 of the UK General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(e) We need it to perform a public task.

This information is captured in accordance with the Surveillance Camera Commissioner Code of Practice. The area where cameras are operational are clearly signed to indicate that images are being recorded for the purposes of crime prevention and community safety.

The Council's CCTV is fully compliant with all the relevant legislation. All new CCTV installations will be subject to submission of a formal Business Case.

SRS provide CCTV services to Torfaen and Monmouthshire in order to:

- Assist in the detection and prevention of crime
- Provide evidential material to assist Police investigations
- Deter those having criminal intent
- Reduce the fear of crime and give confidence to the public that they are in a secure environment
- Provide safer communities
- Reduce acts of vandalism
- Assist in the prevention and detection of anti-social behaviour
- Assist with traffic management in our towns

5) Special categories of personal data:

The Council may collect the following special category data within live and still images:

- personal data revealing racial or ethnic origin
- personal data revealing political opinions

- personal data revealing religious or philosophical beliefs
- data concerning health
- data concerning a person's sexual orientation

We collect this under Article 9 of the UK GDPR.

AND

Where we collect criminal data, this is processed within the Council under Article 10 of the UK GDPR.

6) Who has access to your data?

Your data is shared internally only with the appropriate staff where it is necessary for the performance of their roles. Data may be shared with other service areas with the intention of resolving a dispute or complaint.

Your data may also be shared externally with organisations for resolution of a criminal matter or emergency. These may include, but not be limited to:

- The Police
- Other Emergency Services
- SRS Partners

The Council employs trained operators, who will continually monitor the pictures and when required will share information with Gwent Police or Licensing Authorities.

Apart from where previously stated, we do not pass your details to third parties unless we are lawfully required to do so.

Is the Data transferred out of the UK?

No

7) How does the Council keep your data secure?

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Access to this data is restricted in accordance with the Council's internal policies and in compliance with the UK GDPR.

Data will be stored securely in:

- A secure network

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

8) How long does the Council keep your data?

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. At the end of the retention period the Council will securely destroy or dispose of the data in line with retention schedules.

- We operate 24 hours a day, 7 days a week, 365 days a year and data is recorded 24/7 on to a Computer Digital Systems hard drive. This is overwritten every 30 days.

9) Are we making automated decisions/profiling with your data?

No

Your rights

You have a number of Rights you can exercise:

- Access - to obtain a copy of your data on request
- Rectification – to require the Council to change incorrect or incomplete data
- Object, Restrict or Delete - under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Data portability – to receive and/or transmit data provided to the Council to other organisations (this applies in limited circumstances)
- Withdraw your consent at any time (where consent has been given)
- To know the consequences of failing to provide data to the Council
- To know the existence of any Automated Decision-making, including profiling, and the consequences of this for you.
- To lodge a complaint with a supervisory authority (Information Commissioners Office)

If you would like to exercise any of these rights, please contact Matt Lewis, Chief Operating Officer (mattlewis@srswales.com)

The Information Commissioner can be contacted at: The Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone 0330 414 6421 or e-mail Wales@ico.org.uk.