

PN098- SRS CCTV PRIVACY NOTICE

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

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

Data controller:

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

Data Protection & Information Governance Officer:

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

1) Have we sourced your personal data, directly from you?

Yes

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.

2) What information does the Council collect about you?

Live recordings captured via our CCTV Cameras (including; Moving image, Still image and Vehicle details)

3) The Council may collect this information in a variety of ways:

Live recordings captured via our CCTV Cameras (including; Moving image, Still image and Vehicle details)

We will store your data:

Data will be stored on a secure network. Access to this data is restricted in accordance with the council's internal policies and in compliance with GDPR.

4) Why does the Council process your personal data?

Under Article 6(1)(e) of the GDPR we can process this data because it is necessary to fulfil the tasks in the public interest or exercise of authority vested in the Council.

CCTV plays a major role in making Torfaen safer, helping to provide evidence where a crime has been committed and ultimately, reducing crime where cameras are operational. 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.

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 31 days. In these processes, Torfaen CCTV is fully compliant with all the relative legislation. All new CCTV installations will be subject to submission of a formal Business Case. Torfaen County Borough Council employs trained operators, who will continually monitor the pictures and when required will share information with Gwent Police or Licensing Authorities.

The CCTV service, provides services to Torfaen and Monmouthshire 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

It is important that we hold accurate and up to date information about you in order to deliver appropriate services.

5) Do we collect Special categories of personal data:

Yes

We can collect this information under Article 9(2)(g) GDPR and Part 2(10) of the DPA because the processing is necessary for reasons of 'public interest'. By utilising CCTV the Council may collect the following types of information within live and still images:

Biometric

Health

Racial or Ethnic

6) Who has access to your data?

Your personal data may be shared with the relevant emergency services and partners if necessary. Such as the Police in the resolution of a criminal matter; with other Services in the event of an emergency with the intention of resolving a dispute or complaint. Your data may be shared internally with staff if access to the data is necessary for the performance of their roles.

Is the Data transferred out of the EEA?

No

7) How does the Council protect data?

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

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. We will keep your information in line with our Local Authority retention schedules.

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

No

Your rights

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- 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
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of failing to provide data to the Council
- the existence of any automated decision-making, including profiling and the consequences of this for you.

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

DOCUMENT CONTROL

Title:	PN098 – SRS CCTV Privacy Notice		
Document Owner:	Senior Information Risk Owner (SIRO)		
Document Author:	Sue Bullock		
Reference:	PN098	Retention Period:	Until next review
Document Classification:	Official	Location:	SWOOP
Version / Status:	1.0 Live	Approved by:	SIRO
Current Issue Date:	April 2020	Next Review Date:	April 2021

REVISION HISTORY

Issue Date	Version / Status	Reason for Change	Changed By:
April 2020	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock