

## **PN107 - COMMUNITY MEALS DASH CAMS 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.

<b>TCBC Service Area:</b>	Social Care and Housing
<b>Work area:</b>	Community Meals
<b>Contact Details:</b>	Gareth.bowd@torfaen.gov.uk
<b>Privacy Notice Name:</b>	Community Meals Dashcams

### **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**

This privacy notice is intended to provide details of the collection of personal data from the use of Dashcams within Community Meals vans (where fitted).

#### **1) Who provides your data to the Council?**

We receive personal information indirectly from Dashcams that are fitted to Community Meals vans. The Dashcams over write after 2 hours of continuous recording. Information is recorded in the event that a van is involved in an accident to assist in determining of the cause of the accident and for driver safety.

#### **2) How does the Council collect this information:**

- Video footage captured via Dash Cam

### 3) **What information does the Council collect about you?**

The Community Meals Dashcams collect video footage of;

- Community Meals Driver movements
- Other motorists/cyclists
- Pedestrians
- Street views from the route

### 4) **Why does the Council process your personal data?**

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are;

- (e) We need it to perform a public task.
- (a) We have a legitimate interest.

### 5) **Special categories of personal data:**

We may collect the following special category data in video footage;

- personal data revealing racial or ethnic origin
- personal data revealing political opinions
- personal data revealing religious or philosophical beliefs
- personal data revealing trade union membership
- 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.

Your data may also be shared externally with organisations for insurance purposes, legal purposes or evidence of any criminality. These may include, but not be limited to;

- Police

- Insurance Companies
- Solicitors

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;

- SD cards in Community Meals Vans (In the first instance)
- Secure network Drive

**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.

- Data is initially held for 2 hours on the SD Card before the Dashcam overwrites any footage.
- Data will be transferred to the secure network Drive only when deemed necessary by the Community Meals manager or responsible manager.
- Data will be deleted from the secure network Drive when no longer required and in line with the Council retention policy.

**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. (Please note Community Meals dashcam footage is only available for two hours. i.e. footage recorded at 1130 will be overwritten by 1330 the same day. Footage recorded after 1300 will be overwritten by 1130 the following day).
- 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 Gareth Bowd, Community Meals, Civic Centre, Pontypool. NP4 6YB. Email [Gareth.bowd@torfaen.gov.uk](mailto:Gareth.bowd@torfaen.gov.uk)

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