

Fair Processing Notice – Corporate CCTV

This notice tells you (the Data Subject) about the processing of your data by Leicestershire County Council (the Data Controller).

What Personal Data do we need and why do we need it?

Leicestershire County Council has CCTV in operation at various sites, including County Hall. Once this list is available you will be able to view it on the Council's website by searching for CCTV. CCTV will capture images in real time wherever the cameras are pointed and these cameras will capture footage of you whilst you are on the premises. Cameras have been situated both inside and outside the buildings.

We are collecting and processing personal information via the CCTV systems for the following purposes:

- To ensure the health and safety of employees and visitors to the sites.
- To detect, prevent or reduce the incidence of crime
- To prevent and respond effectively to all forms of possible harassment and disorder.
- To reduce the fear of crime
- To create a safer environment
- To provide emergency services assistance
- To assist with health and safety and other serious occurrences, including employment issues, for example, disciplinarys, where appropriate to do so.
- For the defence of the council or its employees with regards to legal or insurance claims.

Why we are allowed to process your data in this way.

To process your personal information via CCTV we are relying on the following schedule 2 conditions of the Data Protection Act 1998. If you do not understand any of the following and would like clarification, please contact Policy & Assurance on details at the bottom of this notice.

- to establish or perform a contract with the data subject (you are the data subject) (when used in conjunction with HR)

- to comply with a legal obligation (when used in conjunction with health & safety concerns)
- for the legitimate interests of the data controller (everyday processing of the CCTV system)

Where the footage captures any sensitive personal information, this will be processed by relying on the following schedule 3 condition of the Data Protection Act 1998.

- to perform any right or obligation under employment law
- for the prevention of any unlawful act
- for protecting the public against dishonesty or malpractice

Who we will share your information with:

We may be asked to provide footage to assist the police with any criminal damage or their investigations. We may also be asked for footage from insurance companies should there be an incident involving car accidents or damage to cars parked on council premises. However, there is no planned regular or scheduled sharing of CCTV footage with any external organisations. Should this situation change, this fair processing notice will be updated and reissued, in order to keep you fully aware of how the Council plans to use CCTV footage which you may be captured in.

CCTV Footage will only be processed internally by Council staff who are authorised to do so and any other departments where is a legitimate and lawful reason for their involvement, such as HR colleagues in the event of an investigation.

From time to time CCTV on entry points to the Council premises may be used for monitoring purposes but at no time will individuals be the focus of this monitoring. Instead it may be used to see if there are any issues with security or access.

Where your information/data will be stored or transferred to

CCTV Footage:

- will not be stored, processed or transferred outside of the European Economic Area, as countries outside of this area do not have data protection laws equivalent to those in force in the European Economic Area.
- will be stored on secure servers, or in the event that footage is removed onto transferable media, this will be encrypted.

Security of your personal information

We will ensure the security of the personal data captured on CCTV, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and/or organisational measures.

How long we will keep your information for

The CCTV system will keep footage for 20 days, at which point it will be automatically overwritten by the system.

Any footage which is pulled from the system for official purposes will be subject to departmental retention schedules. For example, if footage is required for HR purposes, then it will be kept in line with HR retention periods. If you have any questions surrounding these department specific retention timescales, you can request that information from them directly.

Your rights

If at any point you have any concerns about how we are processing your personal information, you can request to see a copy of the CCTV footage.

If you feel you need to raise a complaint on how we have handled your personal data or you need to contact us about any issues concerning your personal information you can contact our Policy & Assurance Team on policyandassurance@leics.gov.uk

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Fax: 01625 524 510
Email: casework@ico.org.uk

Please let us know if at any time your information needs to be updated.

Leicestershire County Council is required by to law let you know if any of the information we process about you for the CCTV is either a statutory requirement or as part of any contract we have in place with you.

There is not a statutory requirement to process CCTV footage but we may process in order to investigate any employment concerns, as part of your employment contract with us.

Any further questions about how we use your personal information in regards to the CCTV that has not be covered in this notice, please contact us via policyandassurance@leics.gov.uk.

Our Data Protection expertise is found in our Policy & Assurance Team and they can be contacted with any Data Protection queries via policyandassurance@leics.gov.uk

If you want further information about how Leicestershire County Council uses CCTV there is a CCTV Policy available to all employees on the intranet.