

## **Environment and Transport Department - Body Cameras Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

Environment and Transport Department - Body Cameras

### **What Information do we need from you?**

We may record the following data about you: visual and audio data of you and the time and date that it occurred, along with other possible identifiers such as vehicle registrations.

### **Why do we need this?**

We need this information so that through the use of Body Cameras we can protect both members of the public and staff.

### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations as the lawful condition for us to do this.

We also need an appropriate lawful reason to processing sensitive data. In this case we are processing your sensitive personal data because it is necessary for employment or social law.

### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: the Police when criminal activity has occurred, insurance and legal companies.

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be 20 days, unless needed for review when a longer retention period will apply, subject to the nature of the incident. If further legal action is likely the data will be kept according to legal requirements.

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact [etdataprotection@leics.gov.uk](mailto:etdataprotection@leics.gov.uk) If we need to change something like who we want to share this information with, we will ensure that this Fair Processing Notice is updated and re-published.