

# Privacy Notice for Closed Circuit Television (CCTV) Systems

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**Data Controller:** Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP

**Data Protection Officer:** Rachel Fernandez, Performance and Community Manager, Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP, email [rachel.fernandez@erewash.gov.uk](mailto:rachel.fernandez@erewash.gov.uk), tele: 0115 9072244

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## Introduction

The Council is committed to being transparent about how it collects and uses the data it collects and to meeting its data protection obligations.

The Community Safety Team provide services centred on reducing crime, disorder and anti-social behaviour in our communities, and the fear of these. We collect, hold and process personal data to be able to provide tailored services to you in response to your contact with us. This includes the strategic management of CCTV systems located across the borough.

## What information does the council collect?

The CCTV systems in operation across the borough, owned by the council, collect images of any individual passing through a public area covered by one of our CCTV cameras. The data collected will be stored for 30 days from capture and after this will be deleted and irretrievable.

We only collect any personal data about you from the CCTV systems that we need in order to provide the services we have discussed with you or to fulfil our statutory duties. Unless the council approved process has been completed and the need meets the data protection requirements, the data will not be accessed or cross-referenced with any other data set.

## Why does the council process personal data?

The purpose for collecting your data through our CCTV systems is so that we can meet our CCTV Policy aims, which are:

- (a) To prevent crime and protect buildings and assets from damage, disruption, vandalism and other crime;
- (b) For the personal safety of staff, visitors and other members of the public and to act as a deterrent against crime.

- (c) To support law enforcement bodies in the prevention, detection and prosecution of crime;
- (d) To assist in day-to-day management, including ensuring the health and safety of staff and others;
- (e) To assist in the effective resolution of disputes which arise in the course of customer complaints or internal disciplinary or grievance proceedings;
- (f) To assist in the defence of any civil litigation, including insurance claims or employment tribunal proceedings; and
- (g) [OTHER BUSINESS/SITE SPECIFIC PURPOSES].

The lawful basis for processing the information is:

- public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law
- in some circumstances - Vital interests: the processing is necessary to protect someone's life

The legal basis for holding and processing the data comes under:

- Section 163 of the Criminal Justice and Public Order Act 1994
- Crime and Disorder Act 1998
- Protection of Freedoms Act 2012
- In certain Circumstances - Regulation of Investigatory Powers Act

We will usually seek your consent prior to processing or sharing your information, however, if there is a legal reason, we may not require your consent, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

## **Who has access to data?**

The systems are only accessed by named individuals. For the Internal Council Systems, this will be named council officers. For the Public Open Space Systems, this will be named police staff and officers.

We may pass your information to other agencies or organisations without your Consent, as allowed or required by law, for example:

- to enable them to carry out their statutory duties or where it is necessary to prevent harm to yourself or other individuals,
- for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the police, Cabinet Office, Department for Work and Pensions or as part of the National Fraud Initiative), or
- for child protection purposes and in connection with mental health law.

We're very serious about protecting your privacy. If we need to share personal or sensitive information with any organisations or other relevant bodies, we will have the appropriate agreements in place with these partner organisations. We will also take all possible steps to keep it safe.

### **How does the council protect data?**

The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the council keep data?**

CCTV Footage is kept for 30 days and then deleted. Any footage retrieved from the systems will be kept in line with Erewash Borough Council's Data Retention Policy.

### **Your rights**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the council to change incorrect or incomplete data
- Require the council to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where the council is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Council's nominated Data Protection Officer, Rachel Fernandez, Performance and Community Manager.

Erewash Borough Council, Town Hall, Ilkeston, Derbyshire, DE7 5RP,  
Email [dataprotection@erewash.gov.uk](mailto:dataprotection@erewash.gov.uk)

Tel: 0115 9072244

If you believe that the council has not complied with your data protection rights, you can complain to the information Commissioner.

### **Automated decision-making**

The Community Safety Team and data processed through the CCTV systems are not based on automated decision-making.