

# Privacy notice – CCTV

## Who we are?

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. You can contact our Data Protection Officer on: 01743 252774 or by email at:

[information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk)

## How do we collect information from you?

We collect information from you for the purposes of this notice through our CCTV cameras when they capture footage.

Shropshire Council has CCTV in operation at various sites, including council offices and other premises. CCTV will capture images in real time wherever the cameras are pointed. These cameras may capture footage of you whilst you are on the premises. Cameras have been situated both inside and outside the buildings. There are signs in place to inform you where cameras are in use in all areas they are located.

## What types of information do we collect from you?

- static and moving images of people
- vehicle registration numbers

What types of special category personal data do we need from you?

We do not deliberately set out to capture any special category personal data. However, cameras may incidentally record information which falls within these categories. Additionally, footage cameras may be used as evidence regarding criminal offences or related security measures.

## Details of information obtained from third parties?

N/A

## How is your information used?

We may use your information:

- to ensure the health and safety of employees, service users 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, disciplinary investigations, where appropriate to do so
- for the defence of the council or its employees with regards to legal or insurance claims

### **Lawful basis relied on for processing your data?**

Our legal basis for processing your personal data is:

- that it is necessary to meet a legal obligation
- that it is necessary to perform tasks in the public interest
- that we have a legitimate interest in processing this information

Our basis for processing special category persona data is:

- there is a substantial public interest in processing this information, for the purposes of detecting and preventing crime

Legislation that supports and underpins the use of CCTV for crime prevention and detection purposes is as follows:

- Section 163 of the Criminal Justice and Public Order Act 1994
- Crime and Disorder Act 1998
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000

### **Research and statistics**

Anonymised and pseudonymised data may be used for research & statistical purposes. Any data collected may be used for research and statistical purposes that are relevant and compatible with the purpose that the data was collected for.

### **Who has access to your information?**

We may share your information with the following third parties for the reasons detailed;

Sometimes we need to share your information with others. We will only do this when it is necessary, 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 footage to specific partners.

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. In addition we may be asked by solicitors for footage where this is necessary to make a legal claim. However, there is no planned regular or scheduled sharing of CCTV footage with any external organisation. Should this situation change, this privacy notice will be updated and reissued, 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 there is a legitimate and lawful reason for their involvement, such as HR colleagues in the event of an investigation.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

### **What are your rights in relation the personal data we process?**

**Access** – you can request copies of any of your personal information that is held by the Council.

**Rectification** – you can ask us to correct any incorrect information.

**Deletion** – you can ask us to delete your personal information. The Council can refuse to delete information if we have a lawful reason to keep this.

**Portability** – you can ask us to transfer your personal data to different services or to you in some circumstances.

**Right to object or restrict processing** – you have the right to object to how your data is being used and how it is going to be used in the future.

**Right to prevent automatic decisions** – you have the right to challenge a decision that affects you that has been made automatically without human intervention, for example an online form with an instant decision.

### **How long will we keep your information for?**

We keep and dispose of all records in line with our corporate retention schedule. We will comply with Data Protection legislation in regards to how long we keep your data.

### **What security precautions in place to protect the loss, misuse or alteration of your information?**

We are strongly committed to data security and will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard the information you provide to us. However, we cannot guarantee the security of any information you transmit to us. We recommend that you take every precaution to protect your personal information.

### **Keeping your data up to date**

We want to ensure any information we hold is accurate. We will ensure that data is only retained for as long as is necessary and will promptly delete information when no longer required to ensure no out of date information is stored on our systems.

### **Details of any automated decision processes**

N/A

### **Complaints**

If you would like to make a complaint regarding the use of your personal data you can contact our Data Protection Officer;

**By Post:** Information Governance  
Shropshire Council,  
Shirehall,  
Abbey Foregate,  
Shrewsbury,  
SY2 6ND

**By phone:** 01743 252774

**By email:** [information.request@shropshire.gov.uk](mailto:information.request@shropshire.gov.uk)

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO):

**By Post:** Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**By phone:** 0303 123 1113 {local rate} or 01625 545 745 if you prefer to use a national rate number

Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)