

PRIVACY NOTICE

Closed Circuit Television (CCTV)

Your privacy is important to us. This privacy statement explains what personal data Royal Berkshire Fire and Rescue Service collects about you and how we store and use that data.

What information we collect about you

Images of persons and vehicles (for vehicle CCTV, location data is also captured).

Why we need it

The Authority has installed and maintains the use of Closed Circuit Television (CCTV) systems to;

- ensure the health, safety and well-being of its employees and those affected by its activities
- assist the Authority to fulfil its statutory duties
- assist in the prevention and detection of crime
- support other statutory authorities in the execution of their duties where appropriate

Our legal basis for processing

Under the General Data Protection Regulation (GDPR), we are able to process your personal data under article 6(1)(e) – Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and 6(1)(f) Necessary for the purposes of legitimate interests

What we do with it

This information is stored electronically within the CCTV recording system, which is maintained by the Facilities Team or in relation to Vehicle CCTV, the Fleet Department, and will only be used to support:

- internal, Police or insurance investigation of incidents
- investigations of external or internal complaints
- Disciplinary Procedures
- the deterrence of attacks on Authority employees and property and provision of evidence to support investigation in the event of such attacks
- Driver training and assessment (Vehicle CCTV only)
- Debrief and organisational learning (Vehicle CCTV only)

Sharing your information

With regards to fixed CCTV, a Live feed is available to our Reception staff and Thames Valley Fire Control Service (TVFCS) to ensure the safety and security of RBFRS premises and the people within. This is not routinely shared outside of these areas. Vehicle CCTV data is not routinely accessible to view.

Where necessary, we may provide footage to our insurers (Fire and Rescue Indemnity Company Ltd, FRIC) (or for third parties at fault claims, MAPS legal) to support any claim or investigation.

There are a number of other reasons why we may share your information outside of our Service. This can be due to:

- Our obligations to comply with current legislation
- Our duty to comply with a Court Order
- You have consented to the sharing / disclosure

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual , share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation. We do receive requests for information, however, unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

Your personal information will not be transferred outside of the European Union (EU).

How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept. Consequently, personal information relating to: CCTV images are stored and overwritten after approximately 30 days, unless it is required to be retained for investigations as stipulated within the CCTV (fixed) Policy and Mobile CCTV policy.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

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Your rights

Under the General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

Who to contact

Our Data Protection Officer is Becca Chapman and you can contact her at:

Royal Berkshire Fire and Rescue Service Headquarters

Newsham Court

Pincents Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

DataProtection@rbfrs.co.uk

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/>

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