



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.

Personal data is processed in accordance with the Data Protection Act 2018 (DPA) and the United Kingdom General Data Protection Regulation (UK GDPR).

What information we collect about you

Images of persons and vehicles (for vehicle CCTV, location data is also captured). Audio will also be captured for CCTV within certain areas.

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
- ✓ protect and monitor critical physical assets
- ✓ preserve information security

Our legal basis for processing

Under the UK General Data Protection Regulation (UK 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. Where special category data is captured - article 9(2)(b) – Necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement and article 9(2)(g) – Necessary for reasons of substantial public interest. DPA Schedule 1 part 1 (Employment, social security and social protection), Schedule 1 part 2 (10. Preventing or detecting unlawful acts)

RBFRS has also undertaken Data Protection Impact Assessments (DPIA) for Fixed CCTV & Vehicle CCTV to ensure lawfulness.



What we do with it

This information is stored electronically within the CCTV data storage system, which is maintained by the Facilities Department, Training Centre (for Firehouse cameras) and ICT Department 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 at HQ, Newsham Court to our Facilities Department, ICT Department, Reception personnel and Thames Valley Fire Control Service (TVFCS) to ensure the safety and security of RBFRS premises, assets and the people within. A live feed for the Firehouse at our Training Centre is also available to our Firehouse Control Room Operators to ensure the safety of our staff. 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 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 UK 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 individual, share your personal information.

Where unlawful or inappropriate actions have been identified, where necessary, CCTV footage may be used or provided as evidence to support any internal or external investigation.

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 Economic Area (EEA).

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 14 to 30 days or when device storage has reached capacity, 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.



Your rights

Under the data protection legislation, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

The rights available to you depend on our reason for processing your information.

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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

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.

Further information about your individual rights is available on the [Information Commissioner's Office \(ICO\) website - for the public](#).



Who to contact

Our Data Protection Officer can be contacted via:

Email: DataProtection@rbfrs.co.uk

Telephone: 0118 945 2888

Write to:

Data Protection Officer
Royal Berkshire Fire and Rescue Service
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

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):

[ICO Website - make a complaint](#)

Write to: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

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ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

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