



Date Created: 01/03/2019
Date Published: 01/03/2019
Version Number: 1.00

Service Area: Public Protection
Work Area: Public Open Space CCTV
Contact Details: 01443 873770
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Privacy Notice Name: Public Open Space CCTV
Description of Privacy Notice: This privacy notice will explain how Caerphilly County Borough Council will use the information it collects via Public Open Space CCTV

How we will use your information

Purpose and legal basis for using your information

Purpose for processing

The primary objective of the Public Open Space CCTV Scheme is to provide a safe environment for the benefit of those who live, work, trade, visit, serve and enjoy the facilities within the areas covered by Caerphilly County Borough Council.

The key objectives of the Scheme are:

- To preserve life and to minimise the risk and danger to the vulnerable through effective CCTV monitoring
- To assist in the detection of crime.
- To facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
- To assist in the restoration of tranquillity and reduction in anti-social behaviour.
- To prevent or mitigate interruptions to traffic flow (not to enforce breaches of the traffic law).
- To assist in the reduction of the fear of crime and anti-social behaviour thereby promoting the reassurance of the communities affected and promoting community regeneration throughout the region.

The Scheme specifically excludes:

- Sound recording in public places
- The use of stored images for entertainment purposes or commercial use

Legal basis for this processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

- 1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

The task carried out in the public interest is provided by Section 163 of the Criminal and Public Order Act 1994

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The main user of your information is the CCTV Control Room who may share relevant CCTV footage with others where it is necessary and in compliance with Data Protection legislation.

Details of any sharing of your information

Relevant CCTV footage may be shared, where necessary, for the purposes of:

- the prevention or detection of crime, or
- the apprehension or prosecution of offenders

To the following types of organisations / Caerphilly County Borough Council service areas:

- Caerphilly County Borough Council; Community Safety Wardens, Enforcement Officers and Trading Standards etc.
- Police and other law enforcement agencies
- Customs and Excise / Department for Works and Pensions (DWP), etc

Relevant CCTV footage may be shared, where necessary, for the purposes of:

- or in connection with, legal proceedings (including prospective legal proceedings), or
- obtaining legal advice, or
- establishing, exercising or defending legal rights.

To the following types of organisations / Caerphilly County Borough Council service areas:

- Caerphilly County Borough Council; Insurance Section
- Insurance Companies
- Solicitors / Legal Representatives.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection legislation.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

CCTV footage is retained for 31 days in accordance with the CCBC CCTV Policy Manual. CCTV Footage required as evidence will be retained by the CCTV Control Room for a period of 6 months. When shared with other Caerphilly County Borough Council service areas or organisations, CCTV may be kept by them longer in accordance with their record retention policies.

Please visit the CCTV section of the CCBC website for access to a copy of the Policy Manual.

Your Rights (Inc Complaints Procedure)

Your rights under Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints

Summary Privacy Notice

How we will use your information

The primary objective of the Public Open Space CCTV Scheme is to provide a safe environment for the benefit of those who live, work, trade, visit, serve and enjoy the facilities within the areas covered by Caerphilly County Borough Council.

The main user of your information is the CCTV Control Room, for the purpose of a task carried out in the public interest. Relevant CCTV footage may be shared with others where it is necessary and in compliance with Data Protection legislation.

CCTV footage is retained for 31 days in accordance with the CCBC CCTV Policy Manual. CCTV Footage required as evidence will be retained by the CCTV Control Room for a period of 6 months. When shared with other Caerphilly County Borough Council service areas or organisations, CCTV may be kept by them longer in accordance with their record retention policies.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)