

## **Privacy Notice**

### **CCTV**

This privacy notice is designed to help you understand how and why we use CCTV.

Film footage of individuals is classed as personal data where an individual can be directly or indirectly identified.

#### **Why do you need to process my image and how will you use it?**

Some of our buildings have CCTV for the purposes of:

- Reducing crime in the form of theft, fire, vandalism, physical and verbal abuse to its personnel and property by aiding prevention through deterrence and detection.
- Providing a safer and a more secure environment for all personnel working within the premises, or any members of the public with lawful reasons for being at the premises.
- Maintaining the security of buildings and associated contents.

The Fire and Rescue Service Act 2004 makes it a requirement that we secure the provision of the personnel, services and equipment necessary efficiently to meet all normal requirements and the Health and Safety at Work Act 1974 provides the obligation to safeguard our employees.

CCTV footage is used for investigation purposes, for the prevention and detection of crime and for internal matters such as, accident investigations. Decisions on how footage will be used are made on a case by case basis.

We do not perform any covert surveillance, covert surveillance is that carried out in a manner calculated to ensure that subjects of it are unaware it is, or may be taking place. All buildings where CCTV is fitted will display awareness signs.

#### **Who will have access to the information?**

Access to our control room is monitored by live feed CCTV, this can be viewed by anybody in the control room at that time, but they do not have access to the hard drive.

Upon request from the responsible department, our Technical Services team would access the CCTV hard drive to download copies of requested footage. They would then pass it to Health or Safety, Property Services or another Service manager who has a legitimate reasons to review it. For the purposes of prevention and detection of crime, we would securely disclose the footage to the Police, upon request.

CCTV is managed by Derbyshire Fire and Rescue Service.

#### **How long will you keep hold of my information?**

Where footage is stored on the hard drive it is retained for a period of 14 days. Footage that has been downloaded from the hard drive is reviewed at least annually, to determine whether it is still required to meet the intended purpose. We cannot

determine how long the Police would retain any footage given to them for crime prevention purposes.

**Is there anything else I need to know when it comes to my personal information?**

Where the capture and use of the image is based on your consent, you have the right to withdraw this, to find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further [click here](#).

**Who can I contact about my personal information?**

You can contact our Data Protection Officer with regard to any issues related to the processing of your personal information, including exercising any of your rights or making a complaint.

We encourage people to bring to our attention any instances where they think our collection, or use of, information is unfair, misleading or inappropriate.

Data Protection Officer  
Joint Police & Fire Headquarters  
Butterley Hall  
Ripley  
Derbyshire DE5 3RS

Telephone: 01773 305305  
Email: [dpo@derbys-fire.gov.uk](mailto:dpo@derbys-fire.gov.uk)

**Right to make a complaint to the Information Commissioner's Office**

If you wish to complain about any aspect of the handling of your request, then you should contact our Data Protection Officer at:

Data Protection Officer  
Joint Police & Fire Headquarters  
Butterley Hall  
Ripley  
Derbyshire DE5 3RS

Telephone: 01773 305305  
Email: [dpo@derbys-fire.gov.uk](mailto:dpo@derbys-fire.gov.uk)

If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by our Chief Fire Officer/Chief Executive. Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner. Please note that the Information Commissioner will not investigate your case until our internal review process has been completed.

The Information Commissioner's Office (ICO) is the UK's independent body set up to uphold information rights. You have a right to lodge complaints with them.

To find out more about them, visit <https://ico.org.uk/about-the-ico/who-we-are/>  
To contact them, either visit their website, dial 0303 123 1113 or 01625 545745 or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Last updated 30 April 2018