



IPSWICH
BOROUGH COUNCIL

Privacy Notice – Emergency Services Centre (ESC) (Peripheral Sites CCTV)

Introduction	<p>The Emergency Services Centre at Ipswich Borough Council ('the Council') provides this privacy notice to you to help you understand how we collect, use and protect your Personal Data.</p> <p>This Notice applies to individuals whose Personal Data is collected and used by the ESC.</p> <p>When reading this document please note that we use the terms 'Personal Data' and 'Personal Information' interchangeably.</p> <p>The purpose of this document is to acknowledge the Council's responsibilities to you under the United Kingdom General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).</p> <p>For information on how the Council generally processes and protects your personal information please view our Privacy Notice, which can be found at https://www.ipswich.gov.uk/content/privacy-policy.</p> <p>The Data Protection Officer for Ipswich Borough Council is Siobhan Martin, Head of Internal Audit. She can be contacted at dataprotection@ipswich.gov.uk</p>
Definitions used in this Notice	<p>Personal Data means any information related to an identified or identifiable living individual- known as a 'data subject'. An individual is regarded as identifiable if they can be identified, directly or indirectly, from the information.</p> <p>Special Category Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data (where used to identify a person), health, sex life or sexual orientation. Special Category Data is distinct from other 'ordinary' data and requires greater justification for use and greater care when handling it.</p> <p>Records of personal data relating to criminal convictions and offences and allegations are deemed to be as sensitive as the above types of data.</p> <p>Processing means any operation which is performed on information such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.</p>



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	<p>Data Controller determines the purposes and means of processing personal data.</p> <p>Data Processor is a person or entity that processes personal data on behalf of the Data Controller</p>
<p>Who we are and what do we do:</p>	<p>More detail is provided below but, briefly, the CCTV team operates a network of cameras within the area of the Ipswich Borough and at IBC peripheral sites. The cameras are monitored for the purpose of preventing crime and/ or disorder and safeguarding and ensuring public safety.</p> <p>The Council is the 'Data Controller' for the information which is collected and further processed. This means we are responsible for deciding how we use your information.</p> <p>If you would like more information regarding the services delivered by the Council <i>generally</i> please visit our website, https://www.ipswich.gov.uk/.</p> <p>On some occasions, the Council and other organisations may act as 'joint' data controllers. This means that we and the other organisation(s) decide between us what is to be done with personal data and how it is to be processed. Where this is the case the Council and the other organisation(s) will agree upon their respective legal responsibilities for the proper handling of personal data.</p> <p>Where an incident is ongoing, we may process personal data jointly with the Police making use of the 'Airwaves' radio system. We also, where appropriate, may share our camera feed with the Police so that they can see what is happening 'on the ground' in real time.</p>
<p>How we lawfully process Personal Data</p>	<p>If you would like to know more about this processing please contact us in the first instance.</p> <p>The law allows us to process your personal data in several potential ways. In the case of Personal Data that is not deemed to be special category or about criminal convictions or offences it is processed in one of the following ways:</p> <ul style="list-style-type: none">a) where the Council needs to comply with any legal obligation placed upon itb) to protect the vital interests of individualsc) In the legitimate interests of a third party (preventing crime and/ or disorder and safeguarding and ensuring public safety)



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	<p>d) to enable the Council to undertake a task carried out in the public interest</p> <p>Where we collect and use special category data, it will be under one of the following lawful bases:</p> <ol style="list-style-type: none"> 1. protect vital interests of another where they cannot give consent to processing 2. substantial public interest- – preventing/ detecting unlawful acts or complying with, or assisting other persons to comply with, a regulatory requirement which involves a person taking steps to establish whether another person has committed an unlawful act. <p>The legislation that allows us to process your data includes but is not limited to the Crime and Disorder Act 1998; Criminal Justice and Public Order Act 1994</p> <p>Where we process any information relating to criminal convictions or offences (including allegations) we will only do so where the law allows us to.</p>
<p>How the law protects you:</p>	<p>The UK GDPR and the DPA 2018 set out how we can lawfully use personal information. Complying with the law protects individuals from harm and the Council will only ever process your information where we are legally able to.</p>
<p>Our responsibilities</p>	<p>The UK GDPR and the DPA 2018 provide us with our main responsibilities for processing personal data.</p> <p>All personal information provided by you is held securely.</p> <p>For further information on our responsibilities, please see https://www.ipswich.gov.uk/content/privacy-policy.</p>
<p>Your rights:</p>	<p>The UK GDPR and DPA 2018 provide you with the following rights:</p> <ol style="list-style-type: none"> 1. The right to be informed 2. The right of access 3. The right to rectification 4. The right to erasure 5. The right to restrict processing 6. The right to data portability 7. The right to object 8. Rights in relation to automated decision making 9. The right to withdraw consent 10. The right to complain <p>Requests in relation to your rights should be directed to the Council. A request can be made verbally but we would prefer for</p>



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	<p>you to do so in writing, by email to dataprotection@ipswich.gov.uk or (in the case of a request for a copy of your personal data) using the <u>Subject Access Request Online Form</u>.</p> <p>When we receive a request from you in writing, we must normally give you access to everything we have recorded about you. However, we will not let you see any parts of your record which contain:</p> <ol style="list-style-type: none"> 1. Confidential third-party data. 2. Information a care professional thinks will cause serious harm to you or someone else's physical or mental wellbeing; or 3. Information that could obstruct a criminal investigation if it were disclosed to you. <p>If you are requesting to view CCTV footage, please visit <u>Making a request to view CCTV</u>.</p> <p>For further information on your rights, please see https://www.ipswich.gov.uk/content/privacy-policy.</p> <p>If you are unhappy with the way the Council has processed your information, please contact dataprotection@ipswich.gov.uk The Council will look into your concerns for you. If after that you are still unhappy you may contact the Information Commissioner's Office. Their contact details are available at www.ico.gov.uk</p>
Your responsibilities	You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.
When do we collect information about you?	We collect information about you from CCTV cameras at IBC sites where you may physically be.
What information do we collect, maintain and use?	<p>The information which we will collect, maintain and make use of may include:</p> <p>Images of you What you are doing Any vehicle you may be in Make, model, colour and registration of any vehicle</p>
How do we use your information?	<p>We will be using your information:</p> <ul style="list-style-type: none"> • To protect areas and premises used by staff and the public • To maintain and improve public safety • To deter and detect crime and anti- social behaviour • To reduce fear of crime, anti-social behaviour and aggression • To provide evidence of crimes for the justice system



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	<ul style="list-style-type: none">• To provide evidence for civil claims and litigation• For regulatory, licensing and enforcement functions• To allow the Council to manage public infrastructure and services• To protect Council property and assets• Assisting in staff disciplinary, grievance, formal complaint or Health and Safety investigations. <p>We will not use your personal data for purposes other than for what it was collected unless we have obtained your consent or for other lawful purposes.</p>
How long do we keep your information?	<p>Recordings are kept for up to 31 days unless they are relevant for the purpose of an investigation in which case they are kept for as long as needed in connection with that investigation or legal proceedings.</p> <p>After this time, your personal information will be deleted from our system</p> <p>You have the right to request that your personal information is deleted at any time, however whether this is possible will depend on the reasons why the data is processed. The Council will consider your request and comply where possible. If it is not possible, we will explain the reasons to you.</p>
Transferring your information overseas	<p>Currently, we do not transfer any personal information outside of the United Kingdom</p>
Data sharing	<p>We may share your personal information with:</p> <ul style="list-style-type: none">IBC Human ResourcesIBC Managers/Heads of ServicePolice and other statutory law enforcement agenciesJudicial Agencies e.g. CourtsEmergency ServicesImmigration ServicesGovernment Departments e.g. HMRC, DWP, DCLGSafeguarding BoardsSolicitorsInsurance companies