

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “**Council**”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process and share the data you give to us. It is written in accordance with the UK data protection legislation.

This notice relates to personal data collected by CCTV cameras and dash-cams installed on the Council’s fleet of passenger vehicles. We will use the data collected to help keep staff, service users, road users and the public safe, and to investigate accidents, complaints and insurance claims.

This notice applies to any individual (including customers, service users, employees, visitors and members of the public) whose images are captured by the cameras installed on our passenger vehicles.

Date of Issue: 24/3/2025

Update History:

24/3/2025	First issue of a new Privacy Notice

Directorate: Place
Service: Environment
Team: Transport Services

About the Organisation

The Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire District Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

THE PERSONAL DATA WE HOLD ABOUT YOU

The Council has installed outward-facing cameras on individual passenger vehicles.

Cameras may be installed on the front, rear and sides of the vehicle. The inside of the vehicle will not be recorded, and the cameras will only record moving images and not audio.

On each vehicle where cameras have been installed, signs will be clearly displayed letting individuals know that cameras are being operated.

We will process the following personal data:

- Static and moving images of people, vehicles and roadside properties

The CCTV may incidentally record sensitive information, known as Special Category Data, if the footage reveals an individual's ethnic origin, race, religious beliefs or data concerning their health (for instance, if they have a visible disability).

These details are collected on cameras owned and operated by the Council. Access to footage is restricted to suitably trained staff. As with all Council systems, the integrity of the data will be protected using up-to-date technical and organisational security measures.

SOURCE OF YOUR PERSONAL DATA

We collect the above information about you from cameras installed on our passenger vehicles (minibuses).

PURPOSE AND LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for using personal data which are set out in the data protection laws.

We have set out below the different purposes for which we collect and use your personal data, along with the legal basis we rely on to do so.

Why we use your information	Our legal basis for using your information
We will use recorded footage: <ul style="list-style-type: none">• To ensure the safety of Council staff, customers and vehicles• To investigate accidents, incidents and complaints• To enable the police to investigate criminal behaviour such as assault or abuse towards our staff and/or customers Where a service or information request requires you to submit further personal information, a	Public Task: Article 6(1)(e) of the UK GDPR namely the processing is necessary for the performance of a task carried out in the public interest. Whilst it is not the intention, special category data may incidentally be collected, the basis for this is as follows: Article 9(2)(g) UK GDPR– substantial public interest: – the processing is necessary for reasons of substantial

Why we use your information	Our legal basis for using your information
separate privacy notice will describe how we will use that data.	public interest (with a basis in law); and by the Data Protection Act 2018, Schedule 1, Part 2, paragraph 10, 11

SHARING YOUR PERSONAL DATA

The cameras are owned and operated by West Berkshire Council. We will only share data when it is necessary, or if the Council is required to do so by law. The Council does not have planned, regular or scheduled sharing of the CCTV footage.

CCTV will only be processed internally by Council Staff who are authorised to do so and any other department where there is a legitimate and lawful reason for their involvement such as Legal or HR colleagues in the event of an investigation.

The images captured may be passed to law enforcement and other agencies involved in the prevention and detection of crime and public safety.

In addition, the Council may share the footage with third party organisations such as insurance companies in relation to a legal or insurance-related claim involving the council.

Where footage is shared with third party organisations, we will first redact the footage so that only relevant data is shared. This is likely to include the blurring out of people and vehicles not involved in the investigation.

Under no circumstances will personal data (including images of patrons) be provided to any third party for any other reason than those outlined in this notice, or required by law.

RETAINING YOUR PERSONAL DATA

Your personal data will not be kept longer than necessary.

You can check how long the Council will keep each type of data against our retention schedule (www.westberks.gov.uk/retention).

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to

process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact the Council using the contact details at the top of this notice.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the UK or by an international organisation.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Further information can be found at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.
