

Service: Safer Runnymede - CCTV

Data Controller: Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH

Data Protection Officer: Natalie Lacey, [dpo@runnymede.gov.uk](mailto:dpo@runnymede.gov.uk)

## **Introduction**

We collect and process personal data relating to our CCTV services in order to prevent crime and anti social behaviour and assist colleagues at Surrey Police where they are seeking to detect, investigate or prevent crime.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## **What information does the organisation collect?**

The data the organisation collects and records on its CCTV system is often considered as personal data. The technologies we use means that, where necessary, individuals can easily be recognised and identified for the purposes of prevention and/or detection of crime.

This data may be used to facilitate subsequent investigations by Police or Runnymede Borough Council colleagues where appropriate.

The locations of each of the Runnymede CCTV cameras can be viewed using the following link: <https://maps.runnymede.gov.uk/website/maps/index.html#>

It is recognised that gaining and keeping public support for CCTV is vital. We understand the need for a comprehensive and effective Code of Practice defining the systems operational parameters.

This Code of Practice is published on our website: Our CCTV Policy and Code of Practice can be viewed using the following link:

<https://www.runnymede.gov.uk/CCTV>

## **Why does the organisation use CCTV to process personal data?**

We have a statutory responsibility to help prevent crime and disorder. Closed circuit television (CCTV) continues to be a powerful tool to help us achieve this, particularly when integrated with other crime reduction methods such as retail 'radio-link' systems and close working partnerships with colleagues from Surrey Police.

Runnymede Borough Council holds a view that where CCTV is either in place, or will subsequently be introduced, there is a tangible benefit to those local communities and businesses and a reduction of incidents of crime and public disorder.

The CCTV system also assists in monitoring road safety and improves community

confidence thereby creating a safer environment for residents, traders and visitors.

We are also joint data controllers for CCTV cameras within Spelthorne Borough Council. As a local authority Spelthorne also has a statutory duty to prevent crime and disorder and we manage their CCTV cameras as part of an ongoing contract. In order to fulfil this contract we make decisions about what information to collect and why. Therefore we are jointly responsible for this data.

### **Who has access to data?**

Your information might justifiably be shared with the parties set out below for the purposes stated above.

- The Fire or Ambulance Emergency services
- Police, including the British Transport Police
- Other council departments
- Spelthorne Borough Council (for cameras located in the Spelthorne Borough)
- Insurance Companies (acting on behalf of clients)

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions and Data Protection laws.

They are also obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously.

The organisation has internal policies and system controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees or partners in the performance of their duties.

Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to our systems is limited to authorised personnel only.

### **For how long does the organisation keep data?**

We will hold CCTV data for 31 days when the system automatically over-writes the CCTV footage.

At the request of bona-fide officers or partners (listed above), we can retain footage for investigative purposes.

After review the data will either be used in court or deleted.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- require us to change incorrect or incomplete data;
- ask us to restrict, delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. 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.
- object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

You can make a subject access request by following the instructions for making a subject access request on our website:

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

Or you can contact our Information Governance Officer on 01932 425626

If you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer and if dissatisfied with the outcome you can make a complaint to the Information Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>