

Privacy Notice (How we use your information)

Kirklees Council CCTV

Kirklees Council has installed CCTV (Closed Circuit Television) cameras in various towns centre locations within the borough, for the purposes of reducing crime, disorder, anti-social behaviour, and the fear of crime by helping to provide a safer environment for those people who live and work in the area and for visitors travelling through the area. In all locations where CCTV systems operate, prominent signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme. The Kirklees Council Mobile CCTV van may capture footage of pedestrians and other vehicles whilst in use. The Mobile CCTV van is clearly marked to indicate CCTV cameras are in use.

The categories of information that we collect, process, hold and share include:

- Personal information - recorded CCTV images.
- Characteristics. Through using CCTV, we may capture sensitive and special category personal data along with an inference of information such as gender, race, ethnicity, and such like. This is personal data that needs more protection because it is sensitive. In using CCTV, we may capture more sensitive information.

Why we collect and hold this information.

We use this personal data in order to:

- Comply with legal obligations.
- Carry out functions in the public interest, deter and assist in the detection of crime and anti-social behaviour.
- Reduce the fear of crime and anti-social behaviour.
- Improve public protection within the borough.
- Improve the safety and security of residents, visitors and the business community who use the facilities covered by the CCTV scheme.
- Facilitate the arrest and prosecution of offenders for civil, criminal and public order offences.
- Deter vandalism.
- Discourage anti-social behaviour, including alcohol and drug-related issues.
- Enhance our local environment for the enjoyment and benefit of our residents.
- Assist with statutory duties under the Criminal Justice and Public Order Act 1994 and the Crime and Disorder Act 1998.

Kirklees Council will not use its CCTV for:

- Monitoring the general activities of individuals or groups for reasons of age, gender, religion, or race who have not come to the attention of the operators of the system for one of the above reasons.
- Monitoring anyone lawfully going about their business unless circumstances are such that give rise to particular risk concerns for that person's or the general public's safety (such as searching for missing persons or observing individuals in obvious distress).
- Intrusion into the privacy of any individual unless to comply with one of the above authorised uses.

The lawful basis on which we use this information.

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(c) We have a legal obligation.

6(1)(e) We need it to perform a public task.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Criminal Justice and Public Order Act 1994
- Crime and Disorder Act 1998
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

9(2)(g) Reasons of substantial public interest (with a basis in law)

How we store your personal information

Images captured on camera are transmitted to and recorded on hardware hosted within our infrastructure and as a result will be subject to appropriate security protocols. They can then be viewed remotely from the control room, which is located in a secure Kirklees Council building. Access to the control room is restricted to trained personnel only. Your information is safely stored within the secure CCTV Control Centre on Kirklees Council's secure network drives.

We keep recorded images for 31 days, in order to preserve potential evidence for Court proceedings, allow sufficient time to request footage for legal claims and Subject Access Requests.

We will then dispose your information by any recorded data being overwritten after 31 days.

All recordings that are saved and to be used as evidence, are secured on a Kirklees Council secure Drive, and are manually deleted after 12 months from the date of the recording.

We will keep your personal information for one year after completion of the project, in case of any queries.

Who we may share your information with

There is no planned regular or scheduled sharing of CCTV footage with any external organisation. We may sometimes share the information we have collected about you where it is necessary, lawful, and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- Police Investigations
- Legal Proceedings/Insurance purposes

We may share this information with:

- Other services within Kirklees Council.
- Insurance and Solicitors.
- Other partners such as the Police, emergency services, other Law enforcement agencies and other public bodies with regulatory functions.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights.

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: cctvenquiries@kirklees.gov.uk



If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.

Retention Schedule

Record related to.....	Activity/Used for	Proposed Retention Period	Agreed Retention Period	Disposal Arrangements
<i>External Emails</i>				
CCTV Enquiries Inbox	CCTV requests received from Insurance companies.	12 months	12 Months	CCTV Manager responsible for deletion
CCTV Enquires Inbox	Emails from West Yorkshire Police containing images of missing persons	1 week	1 week	CCTV Manager and Senior responsible for deletion
<i>Internal Emails</i>				
Service Access Manager and Service Access Senior	Emails from Highways with CCTV requests from members of the public	12 months	12 months	CCTV Manager and Senior responsible for deletion
Service Access Manager and Service Access Senior	Email requests from Information Governance for footage in relation to Subject Access Requests, Freedom of Information requests and Data Protection office requests	12 months	12 months	CCTV Manager and Senior responsible for deletion
<i>Internal Footage Downloads</i>	CCTV Footage that has been downloaded to be used by Kirklees Council	12 months	12 months	CCTV Manager and Senior responsible for deletion
<i>External Footage downloads</i>	CCTV Footage that has been downloaded to be sent to insurance companies or solicitors to assist with civil claims	12 months	12 months	CCTV Manager responsible for deletion