

## **Lancashire Fire and Rescue Service**

### **Privacy Notice – CCTV**

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

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 and in accordance with the CCTV Service Order.

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.

## **Lawful basis for processing**

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

## **General Data Protection Regulation**

The condition for processing under the GDPR will be:

- **Article 6(1)(c) of the GDPR**, the processing is necessary for the compliance with any legal obligation to which the controller is subject.
- **Article 6(1)(e) of the GDPR**, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority invested in the controller.
- **Article 9 (2) (b) of the GDPR** the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment or social security or social protection.
- **And Schedule 1 part 1(1)(1)(a) of the DPA2018**, for employment, social security and social protection.
- **And Schedule 1 part 2(6)(2)(a) of the DPA2018**, to exercise a function conferred on a person by an enactment or rule of law; and **(b)** the exercise of a function of the crown, a minister of the crown or a government department.
- **And Schedule 1 part 2(10)(1)(a) of the DPA2018**, the processing is necessary for the purposes of the prevention or detection of an unlawful act.

## **Automated decision making, including profiling**

When Lancashire Fire and Rescue Service process your information, we will not process your data to make a decision by wholly automated means.

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

Upon request from the responsible department, the relevant person would access the CCTV hard drive to download copies of requested footage. They would then pass it to the relevant head of department 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.

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

Where footage is stored on the hard drive it is retained for a period of up to 49 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, see below.

## **Your Rights**

In certain circumstances the Data Protection Act 2018 will provide you with various rights regarding your personal information, such as the right to;

- Request sight of the information that we are holding on you
- Request the rectification of any inaccurate personal data
- Request erasure of personal data
- Request restriction of processing
- Object to the processing of your data
- Data portability
- Lodge a complaint with the Information Commissioner's Office
- Request to withdraw consent where the processing is based on consent

To find out more about your rights [click here](#).

If you have any concerns or would like to discuss how we use your information, please contact the Knowledge and Information Officer via:

Knowledge and Information Officer (Info Governance)  
Service Development Department  
Lancashire Fire and Rescue Service  
Fire Service HQ  
Garstang Road  
Fulwood  
Preston  
PR2 3LH  
Email: [infogov@lancsfirerescue.org.uk](mailto:infogov@lancsfirerescue.org.uk)  
Telephone: 01772 866907

You can also contact the Information Commissioner's Office for further guidance or to lodge a complaint at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)  
Telephone: 0303 123 1113

### **Changes to this privacy notice**

We keep this privacy notice under regular review. It will be reviewed at least once every 3 years and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidelines

<b>Changes to this Privacy Notice</b>	
Last review:	14 October 2021
Next review:	14 October 2024