

WATFORD BOROUGH COUNCIL

Data Privacy Notices (DPNs) Under GDPR

Transport and Infrastructure, CCTV

The identity and contact details of the company

Watford Borough Council, CCTV.

Watford Borough Council is committed to protecting and respecting your privacy. For the purpose of the 2018 General Data Protection Regulation, the Data Controller is Watford Borough Council Town Hall, Hempstead Road, Watford, WD17 3EX

Who we are

Watford Borough Council ('we' or 'us') are a 'data controller' for the purpose of the General Data Protection Regulations, (i.e. we are responsible for, and control the processing of, your personal information).

What is the legal bases for the collection, use and storage of the data?

We require this data for the purpose of validating and processing the application

Information we collect

We collect CCTV images in and around Watford Town centre:

- CCTV images

We are required to collect this information as part of the CCTV provision within Watford Town Centre.

How we use the information we collect

Under the CCTV guidelines laid down by the surveillance camera commissioner

- Information would be passed on to other public agencies should the information be requested to assist in enquires
- For information about the statutory process please visit <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

Give details of how long the data will be stored and criteria used to determine this?

Data is stored for a 30 day period unless required by the police or other relevant agencies.

Who your information may be shared with

We **may** share your information with:

- Council's Internal Services
- Internal Audit
- External Audit
- Commissioned Partners
- Other Public Bodies
- Government Agencies
- Regulatory bodies for example HSE, Public Health England
- Legal representatives
- Police
- Insurance companies

The information will be shared internally for the better performance and efficiency of Council services

Keeping your information secure

We will use technological and organisation measures to keep your information secure. These measures may include the following examples:

- All data is stored on a database on a secure server which are password protected.

What rights do you have?

Your duty to inform us of changes it is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

Your rights in connection with personal information 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).
- **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.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing.

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

DATA PROTECTION OFFICER

The Council's Data Protection Officer (DPO) is responsible for overseeing compliance with this privacy notice. If you wish to contact Watford Borough Council's Data controller regarding your personal data and any other concerns you may have regarding its processing you can do so by contacting our Data Protection Officer (see below for contact details)

Contact details of the Data Protection Officer:

Data Protection Officer (DPO)

Legal Services, Resources

Hertfordshire County Council

County Hall, Pegs Lane, Hertford, SG13 8DE

Postal Point: CHO150

Email: watfordDP@hertfordshire.gov.uk

Tel: 01992 588099

If you are unhappy with how the data controller has processed your data, or if you feel they have acted in a way that has breached your data protection rights you have the right to complain to the information commissioner's office

The Information Commissioner's Office,

Wycliffe House, Water Lane,

Wilmslow,

Cheshire,

SK9 5AF,

Tel: 01625 545745

Or you can visit their website at www.ico.org.uk

Changes to our privacy policy

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. This Privacy was last updated in February 2019