**Bedford Borough Council CCTV System - Privacy Notice**

This document explains how your information will be held about you and processed by Bedford Borough Council. You can also find out about the General Data Protection Regulations and Data Protection Act 2018 and your rights on the Council’s web page link.

This document contains information about:

* Who we are
* Why we collect CCTV images that may include you
* The legal basis for using your image
* Who we may share your information with
* How you can access the information we hold about you
* How long we keep information about you
* Further information and Data Protection Officer details contact **01234 267422**

**Who we are**

Bedford Borough Council is the Data Controller for the personal information it collects via its Public Space CCTV system. Personal information can be anything that identifies and relates to a living person. For further information on this contact **01234 267422**

**Why we collect your personal information**

Bedford Borough Council has installed CCTV (Closed Circuit Television) cameras in various locations within the conurbation 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.

CCTV is also installed on highways for monitoring traffic on a permanent or temporary basis. In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme.

The main purposes of the CCTV system are to provide the Police and enforcement agencies with assistance to detect, deter and prevent crime and disorder; to help identify, apprehend and prosecute offenders; to provide the Police/Council with evidence to enable criminal and/or civil proceedings to be brought in the courts; and to maintain public order.

Some examples of how we use your data are provided below; please note this is not an exhaustive list:

* providing evidence in criminal proceedings (police and criminal evidence act 1984 and criminal procedure and investigation act 1996)
* providing evidence in civil proceedings
* the prevention and reduction of crime and disorder
* the investigation and detection of crime
* identification of witnesses

**The lawful basis for using your information**

According to the General Data Protection Regulations (GDPR) Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of offical authority vested in the controller, and the Data Protection Act 2018, we must have a reason to collect and use your information. The system was established under Section 115 of the Crime and Disorder Act. It operates within the legislation requirements and is fully accredited by the industry inspectorates to all required standards.

**Who we may share your information with**

We will only disclose CCTV recordings or images to third parties such as the Police to comply with a lawful investigation, where permitted to do so in compliance with the Bedford Borough Community Safety Partnership Information Sharing agreement or with the written authorisation of the data subject.

**Accessing the information we hold about you**

You have the right to request, in writing, details of the information that is held about you and also the right to access a copy of the footage. This may be by the Council providing copies of documents or by inviting you to view the footage at one of its offices, if appropriate. Please see our webpage for further information about how to make a subject access request. **https://www.bedford.gov.uk/council-and-democracy/data-protection-foi-eir/freedom-of-information/**

Bedford Borough Council will not charge a fee to access your information. Sometimes there may be information that we are not allowed to show you, such as details about other people – this is called third party information.

**How long we keep information about you**

All CCTV recordings are retained for a period of 30 days and automatically deleted thereafter.

**Further information**

If you have a concern about how we are using your information, we would ask you to contact us on the following weblink **https://www.bedford.gov.uk/environmental-issues/community-safety/cctv/**in the first instance or writing to us using the address below:

Community Safety & Resilience Manager

Bedford Borough Council

Borough Hall

Cauldwell Street

Bedford

MK42 9AP

**For more information about the use of CCTV systems in public places contact:**

**The Surveillance Camera Commissioner**

2 Marsham Street
1st Floor, Peel
London
SW1P 4DF
United Kingdom

Email scc@sccommissioner.gov.uk