

## Privacy Notice - Bedford Borough Council

### Closed Circuit Television (CCTV) System

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

This document contains information about:

- Who we are
- Why we collect your personal information
- The legal basis for using your information
- Who we may share your information with
- How you can access information we hold about you
- How long we can keep information about you
- Further information and details of our Data Protection Officer

#### Who we are

BBC will be 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.

#### Why we collect your personal information

BBC has installed CCTV cameras in various locations within the BBC 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.

CCTV is also installed on highways for monitoring traffic on a permanent 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 & criminal procedure and investigation act 1996)
- Providing evidence in civil proceedings
- The prevention and reduction of crime & disorder
- The investigations and detection of crime
- Identification of witnesses

### **The legal basis for using your information**

According to the General Data Protection Regulations (GDPR) 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 & Disorder Act. It operates within the legislation requirements and is fully accredited by the industry inspectorates to all the required standards.

**Public task:** the processing is necessary for the Council to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

### **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 legal obligation, or where legally permitted, such as for crime prevention and detection.

### **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 the documents or by inviting you to view the footage at one of its offices, if appropriate. Please see our website for further information about how to make a subject access request.

BBC will not charge you 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 31 days and are automatically deleted thereafter.

### **Further information**

CCTV Manager  
Community Safety Team  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP

### **Data Protection Officer**

If you are not satisfied with a response to your concerns from the service, our Data Protection Officer Sue Lyons, can review any issues regarding the Information Rights legislation if necessary. The Data Protection Officer can be contacted at the address below;

Data Protection Officer  
BBC Governance Team  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP

**Information Commissioner**

For further information about Information Rights legislation, please contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) or by telephone 0303 123 1113

This document is presented by

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Dated: 4<sup>th</sup> July 2023