

FAIR PROCESSING AND PRIVACY NOTICE

Closed-Circuit Television (CCTV) and 'Dashcams' in Service vehicles

Who we are and our contact details

Leicestershire Fire and Rescue Service (LFRS) [us/we/our] are a Public Authority and the Data Controller for determining the purpose and means of processing your personal data. Personal data means any information about a living individual who could be identified. All video capture devices are overseen by our Data Protection Officer (DPO). They are responsible for carrying out compliance audits and reviewing the need for CCTV and Dashcams and for what purpose they are used for.

You can contact us:

Address:

The Data Protection Officer,
Information Governance Department,
Leicestershire Fire and Rescue Service Headquarters,
12, Geoff Monk Way,
Birstall,
Leicester

LE4 3BU

Email: **dpo@leics-fire.gov.uk**

Telephone: 0116 210 5555

Or via our **Social Media Channels – See our Website Homepage for links:**
[Data Protection, Your Privacy & Website Cookies \(leics-fire.gov.uk\)](https://www.leics-fire.gov.uk)

Why we collect your personal data

This Fair Processing and Privacy Notice relates to the personal data that Leicestershire Fire and Rescue Service (LFRS) processes about you in relation to Closed-Circuit Television (CCTV) and 'Dashcams' mounted on or in our vehicles. Processing means the collection, recording, storage, use, sharing, archiving and deletion of your personal data. The cameras provide a deterrent to crime and unwanted behaviour, evidential data to the Fire and Rescue Service and other relevant agencies and, support the Service in other Risk Management areas.

The categories of individuals

Employees

Temporary employees including Intern and Agency

Volunteers

Apprentices

Partner Authorities/Organisations

Suppliers / Service Providers

Community

Consultants

Contractors

The personal data we collect

We collect video images using fixed cameras mounted on or in our vehicles. Recording is active when the vehicle is powered (via ignition), either when moving or static, for example when at an incident or an event such as delivering Community Safety. Recording stops when power is isolated (the ignition is turned off). There may be a lag of up to twenty minutes after ignition is turned off where the device continues to record, it will then deactivate automatically.

Any person who is within the range of our vehicle mounted camera's may be captured on CCTV or Dashcam and their video images stored on the devices. That includes those who have a purpose or right to be within the vicinity and those who do not. In addition to recording people when the vehicle is static such as our staff or bystanders, cameras capture video images of people in other vehicles and pedestrians when the vehicle is in motion. There is a possibility that the cameras may record our staff when not adhering to our policies and procedures. There is also a possibility that our cameras may record criminal activity.

Whilst our cameras have the ability to record audio, we do not do this and our cameras are muted. Where we decide that audio recording is required, for example for training purposes, then the people in the vehicle will be made aware.

The scope of area captured by our cameras:

CCTV – Close vicinity providing all around (360 degree) external to the vehicle cover, some of the cameras may capture images beyond the immediate extent of the vehicle. Front mounted cameras have extended views to capture all vehicle journeys and collect footage when conducting Service business including when static and dealing with emergency and non-emergency incidents.

Note: Vehicles we use for training purposes only, have CCTV camera's facing into crew cabs in order to record the driver during and after learning and assessment.

Dashcam – Forward mounted only, providing extended views to capture all vehicle journeys and collect video footage when conducting Service business including when static and dealing with emergency and non-emergency incidents.

We do not perform any covert surveillance; covert surveillance is recording your video images in a manner that seeks to ensure you are unaware it is, or may be taking place. All buildings and fire appliances where CCTV is fitted display awareness signs. Vehicles fitted with

Dashcams also have signage warning that video image recording is taking place.

How we use your personal data

Once captured, we use the video images to:

- Assist the Police and any other agencies, with the identification and prosecution of offenders under the Emergency Workers Obstruction Act 2006 and/or any other criminal act that the perpetrator has been charged with.
- Assist with any Fire investigations at homes, business and public areas.
- Assist with any Health & Safety event investigation.
- Enable remote viewing of hazardous materials to be observed from appliances assisting with the successful conclusion to operational incidents.
- Assist with the debrief process of operational incidents.
- Assist with the training of Service drivers.
- Assist with defending spurious third party liability and vehicle insurance claims against the Service and its employees.
- Assist with any complaint or concern that is generated by a member of the public.
- Assist with any complaint or concern that is generated by a member of the Service.
- Enable evidence to be captured and utilised where appropriate as part of any asset security strategy adopted by LFRS.
- To promote in the media and social media, the good work carried out by Leicestershire Fire & Rescue Service.

Our lawful basis for processing your personal data

LFRS has due regard to the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and any subsequent data

protection legislation, to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998. LFRS will also has due regard to the Surveillance Camera

Code of Practice, issued under the Protection of Freedoms Act 2012 and in particular the 12 guiding principles contained therein. In addition, LFRS follows the Information Commissioners CCTV code of practice.

The lawful basis for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever the Service is processing CCTV personal data:

Legitimate interests: the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

We also process sensitive personal data captured on CCTV, for example this may relate to a person's race, disability or health. The lawful basis for processing are set out in Article 9 of the GDPR. In addition to the above, at least one of these must apply whenever the Service is processing CCTV sensitive personal data:

Employment, social security and social protection law – includes us ensuring the health, safety and welfare of our staff.

Processing is necessary for the establishment, exercise or defence of legal claims. This includes people, property and vehicles.

Storing, securing and managing the lifecycle of your data

Local storage of data in the cameras is limited to the memory size of the on-board storage media. All previously captured images will be removed from the hard drive following a data download to secure data servers located at our Service Headquarters, or on a rolling cycle as the on-board memory becomes full when it will be overwritten. Depending on how active the vehicle has been data is overwritten with new video images

approximately every 30 days. Information accessed from and to the devices is securely encrypted.

Video images that are stored in our secure servers are kept for as long as we need them to meet our purpose of processing, they are then permanently deleted, usually this is 5 years.

Storage devices are secured with access limited to those who have fair and lawful purpose to do so, this is closely regulated by us.

We do not know how long organisations we share your data with retain it for. This information may be obtained by contacting them on a case by case basis.

Who we share your personal data with

Only the people who need to see your personal data that is the video images, will be allowed access to it as well as ICT staff; this may include Service managers and investigating officers as well as third parties when there is a fair and lawful reason to do so.

We may share your personal data with third party (non LFRS people) who provide our CCTV and Dashcam software and hardware when we need to. We will not share your video images with persons outside of LFRS for any other purpose without first obtaining your consent unless we are legally required to do so. We regularly share CCTV footage with the Police using a legal data protection exemption to support investigation of crime and the identification, apprehension and prosecution of offenders. We may share your personal data with our insurers and legal executives in defence of litigation taken out against us and any claims made.

Your individual rights

In general, you have the right to request that LFRS:

- Provides you with details of your personal data held, gives access to you and where appropriate provides you with a copy of your personal information
- Corrects any errors in your personal data we find during our business processes, or are informed of and restrict processing of your personal data until completed
- Considers your objection to the processing of your personal data and depending upon the service and legal basis, stops all or some of that processing. "Processing" means the collecting, storing, amending, disclosing, sharing, archiving and destruction of your data
- Erases your personal information, depending on the service and legal basis deletes all or some of your personal data
- Withdraw your consent for us to further process your personal data, if consent is used by us as the legal basis for the service
- Informs you any of automated decision making, including profiling for the service (Note: Please be advised we do not currently use automated decision making)

Where possible we will try to meet your request, but we may need to retain or process information to comply with a legal duty or our policies and procedures.

Data Protection information, requests and concerns

If you would like to exercise your individual rights or discuss anything in this Privacy Notice, please contact our Data Protection Officer (DPO) – See top of page 1.

If you have concerns about the use of your personal data we encourage you first to contact our DPO as concerns can often be resolved very quickly. If you remain concerned then the Information Commissioners Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk or their helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more information about your rights: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protectionregulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:
<https://ico.org.uk/concerns/>

Review

Revised July 2023.

Next review July 2024.