

FAIR PROCESSING AND PRIVACY NOTICE

Buildings and Sites Closed-Circuit Television (CCTV)

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) mounted on the external structures or inside our buildings, and around our sites. 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 the external structure or inside our buildings, and around our sites, such as in our drill yards and car parks including entry/exit points.

Any person who is within the range of our CCTV camera's may be captured on them and their video images securely stored on data servers

at our Service Headquarters Building in Birstall. That includes those who have a purpose or right to be within the vicinity and those who do not. It includes members of the public and our staff and visitors. 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 vicinity will be made aware.

The scope of area captured by our cameras:

CCTV – Close vicinity providing cover limited to the curtilage of our buildings and through the extent of our sites. For internal cameras, this will be the room the camera is situated in.

LFRS does 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 (including internal rooms) and sites where CCTV is fitted display awareness signs.

How we use your personal data

Once captured, we use the video images for the purposes below:

- Reducing crime including vandalism and theft, disorder, anti-social behaviour and the fear of crime by helping to provide a safer environment for those people who work in the area and for visitors through deterrence and detection;
- Assist the Police and any other agencies, with the identification, apprehension, and prosecution of offenders;
- Assist with any Health & Safety event investigation;

- Assist with the debrief process of operational training;
- Assist with defending spurious third-party liability and 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; and
- Enable evidence to be captured and utilised where appropriate as part of any asset security strategy adopted by LFRS.

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

UK GDPR Article 6(1)(f) Legitimate interests: the processing is necessary for our Legitimate interests pursued by the Service which means LFRS need to process this information to fulfil its objectives, we believe it will not adversely affect you and we think you would expect it. It is in LFRS's legitimate interests to ensure the secure provision of the personnel, services, and equipment necessary to meet its requirements as a Fire and Rescue Service.

The Fire and Rescue Service Act 2004 makes it a requirement that LFRS secure the provision of the personnel, services, and equipment necessary to meet its requirements as a Fire and Rescue Service.

The Health & Safety at Work Act 1974 –responsibilities as an employer to ensure the safety and wellbeing of its employees and that of others employed and not employed by the service.

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:

UK GDPR Article 9(2)(d) Legitimate interests - Employment, social security, and social protection law – includes us ensuring the health, safety, and welfare of our staff.

UK GDPR Article 9(2)(f) Defence of Legal Claims - 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

All captured images are transferred remotely and automatically to secure data servers located at our Service Headquarters. Depending on how active the camera 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 6 years after capture.

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 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.