

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us to work with you and to understand and plan the services you need. This notice has been produced to allow you to clearly understand how the data collected by the Newbury Wharf CCTV system will be processed, used and retained.

Date of Issue: 01/12/2018

Update History:

01 December 2018	First issue of a new Privacy Notice

Directorate: Economy and Environment
Service: Transport and Countryside
Team: Transport Services

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

The CCTV system being utilised at the Newbury Wharf has been designed in two parts.

Part one: CCTV cameras have been installed in fixed positions to cover public areas in order to provide additional security for members of the public and transport users. The cameras collect time-stamped video and still images. No audio/sound information will be collected as part of this process.

Part two: An additional element of the system (Traffic Management Cameras) have been designed to cover all road traffic using the facility to manage the efficient usage of the site and to assist enforcement of the local rules in place at the facility. The system will allow the viewing of vehicles and associated VRN (Vehicle registration numbers). Again, the data collected will extend to time and date stamped stills and video footage.

What will we use your data for?

Part One (Public area security cameras) - Your data will be used to provide the police, HMRC and other authorized authorities with information (upon request) in relation to detecting or preventing crime. The information we collect will not be used for any other purpose.

Part Two (Traffic management cameras) – Vehicle data will be used to identify breaches in the site use agreement that operators sign up to, and to provide important statistical vehicle data to ensure the Council can monitor and improve the efficient flow of traffic.

Who will see your data?

The data from the public security cameras will be viewed and collected by Century who have been commissioned by the Council to run the service. Century are accredited providers of such services (<https://centuryfireandsecurity.co.uk/accreditations/>). Data will be released to authorised authorities/ services such as the Police and Fire Services in response to legitimate requests that can be demonstrated in the interests of detection and prevention of crime or ensuring public safety.

Data from the Traffic management cameras will be viewed by employees of the Council's Highways team to enable correct use of the traffic side of the facility. This will be restricted to authorised, trained personnel, namely the Head of Transport and Countyside, the Transport Services Manager, the Senior Transport Services Officers and Transport Officers.

Why do we do this?

Processing of your personal data (in the form of images of you, or your vehicle) are undertaken by West Berkshire Council as a Public Authority, acting in the public interest. The Council considers it proportionate to balance the right to absolute privacy of data subjects with the need to provide a safe and secure environment in public areas and to assist with minimizing anti-social behavior and crime.

The Council have carefully considered the angling of cameras to ensure that they only focus on the public areas of the bus station at the Wharf, Newbury.

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

How is your data stored and processed?

Your data will be held on a secure storage facility provided by century monitoring services and will be protected using up-to-date technical and organisational security measures. The security data will be processed by Century alone and the West Berkshire Council will not have access to the security footage. For the traffic management side of the CCTV system, employees of the West Berkshire Highways team will have access to vehicle images via a secure, encrypted, password protected website which will allow the information to be downloaded in the form of reports and individual images for vehicle enforcement purposes.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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