

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data we collect. We operate closed-circuit television cameras (CCTV) and process images of customers in some of the public spaces in our libraries to help keep staff and the public safe, to reduce the risk of crime occurring and also help prosecute offenders when it does.

Date of Issue: 15 February 2019

Update History:

<i>Version 1</i>	First issue of a new Privacy Notice

Directorate: Economy and Environment  
Service: Public Protection and culture  
Team: Libraries

## 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 Council has installed Closed-Circuit Television Cameras (CCTV) in locations around Thatcham Library, Bath Road, Thatcham, RG18 3AG. These are sited to capture images in areas used by the public.

In each location, signs are clearly displayed letting members of the public know that cameras are being operated and providing details of who to contact for further information about the scheme.

## **What will we use your data for?**

These images will be used in the prevention of and detection of crime, the apprehension of offenders and public safety. They will also be used to monitor and address anti-social behavior to improve the environment and effectiveness of the library premises for all patrons.

## **Who will see your data?**

The systems are owned and operated by West Berkshire Council. Only council staff and library volunteers have access to the images. The images captures may be passed to law enforcement and other agencies involved in the prevention and detection of crime and public safety. Under no circumstances will personal data (including images of patrons) be provided to any third party for any other reason than those outlined in this notice, or required by law.

## **Why do we do this?**

The council has installed these cameras in the public interest in its role as a public authority. This basis for processing is described fully in the GDPR (article 6e). In addition, the council processes the data in the interests of running an effective, safe library service which takes reasonable efforts to safeguard the public funds spent upon it by preventing incidents that could disrupt or damage its property – these are considered “legitimate interests” under article 6f in deciding to process this data.

Whilst your consent for this processing is not a deciding factor in the council running the system, you still have a number of rights in relation to your personal data that might be captured. There’s more on this below (see “Your Rights”).

## **How long will your data will be kept?**

Your data will not be kept any longer than necessary. Images are only retained for a period of ten weeks after which they are securely and permanently destroyed, assuming they have not been preserved for purposes of detecting/preventing crime.

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](http://www.westberks.gov.uk/retention)).

## **How is your data stored and processed?**

Your data will be held on a secure computer system owned and operated by the council, which is access-controlled to restrict entitlement to review footage to suitably-trained staff and volunteers. As with all council systems, the integrity of the data will be protected using up-to-date technical and organisational security measures.

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## **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](http://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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