



**WOKINGHAM  
BOROUGH COUNCIL**

## **Privacy Notice CCTV**

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

### **Who are we?**

Facilities  
Wokingham Borough Council,  
Shute End,  
Wokingham,  
Berkshire,  
RG40 1BN

### **What is the lawful basis for processing the information?**

The lawful basis for processing your information is the performance of a public task, as specified by the following legislation and guidance:

- Private Security Industry Act 2001
- Counter-Terrorism and Security Act 2015
- Regulation of Investigatory Powers Act 2000
- CCTV Code of Practice 2008
- Human Rights Act 1998

### **How do we collect information from you?**

Wokingham Borough Council uses Closed Circuit Television (CCTV) images to provide a safe and secure environment for employees of the Council, visitors, and to protect property. The system comprises of fixed position cameras, pan tilt and zoom cameras, monitors, multiplexers, digital recorders, and public information signs. Cameras will be located at strategic points, principally within the main entrances, and within some rooms for the protection of individuals. Signs advertising the use of CCTV in Council buildings will be prominently placed at strategic points and at the entrance to the building to inform individuals that CCTV is in use.

### **What type of information is collected from you?**

The use of Closed Circuit Television (CCTV) in the Council's buildings will mean that visual images of individuals are collected as they attend the premise. This will mean that individuals, and in some cases their vehicles, may be able to be identified from the footage, and also indicate the purpose that they are attending the Council building for.

### **How do we use the information you have provided?**

All information collected by CCTV systems is used by Wokingham Borough Council for the purposes of:

- Deter crime
- Assist in prevention and detection of crime
- Assist with the identification, apprehension and prosecution of offenders

- Assist with the identifications of actions that might result in theft or injury to individuals
- Monitor security of the Councils buildings

### **Who has access to the information about you?**

Your information is managed by staff employed in Facilities. Access to, and disclosure of, images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purposes for which they were originally collected.

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available. Monitors displaying images from areas in which individuals would have an expectancy of privacy are only seen by staff authorised to use the equipment. Viewing of recorded images takes place only in restricted areas to which other employees will not have access while viewing is occurring. All images are stored securely; we have in place security which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

### **Who we may share your information with?**

The Council may share your information with third parties, such as the police and other law enforcement agencies, where the recordings could assist in a specific criminal enquiry, under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

### **How long do we store your information?**

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: [www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement](http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement)

### **Does the service utilise automated decision-making?**

Facilities does not utilise automated decision-making in the services that it provides.