

Environmental Health and Licensing

Privacy statement: CCTV in licensed taxis

The Council requires that all licensed private hire vehicles and hackney carriages carry an internal CCTV system. This privacy statement explains some important information about how we use the personal information recorded by those systems.

The Council also has a general privacy statement and the Environmental Health & Licensing Service have an overall privacy statement.

Using your personal information

What information do we collect?

The CCTV systems collect video recording of the interior of licensed vehicles at all times when they are being used for carrying passengers. Audio recording can also be switched on by drivers or passengers.

We collect this information in order to:

- (a) Provide a valuable deterrent to criminal activity
- (b) Enable the easier identification of suspects where offences take place in licensed vehicles
- (c) Provide valuable evidence when a crime is reported; and
- (d) Protect drivers from unjustified complaints

The requirement for licensed vehicles to carry CCTV systems is pursuant to the Council's powers and duties to uphold public safety in carrying out its licensing functions.

How will we use the information?

CCTV footage will be downloaded from the system hard drive in response to complaints, requests from relevant bodies or requests under statutory rights.

This privacy statement explains how we will handle footage of individuals.

Legal basis for processing

The law requires us to have a lawful basis for processing personal data.

As a public authority most of the personal data processing that we do will be necessary to perform a task carried out in the public interest, to exercise our statutory duties. This is known as **public task** under the General Data Protection Regulation (GDPR). In this case the primary example is promoting public safety through the Council's licensing policies.

The legal basis for our public task processing is contained within the legislation attached at **Appendix A**.

Legal obligation

This basis covers personal data processing required to comply with a common law or statutory obligation e.g. a court order may require us to disclose some personal data.

The footage recorded may also be disclosed pursuant to requests from 3rd party organisations such as the Police, where that information is required to be disclosed pursuant to a legal obligation.

Who receives my personal information?

Your personal information will be processed by Environmental Health and Licensing for the purposes set out above.

Your personal information may also be shared with organisations such as:

- Police
- Health and Safety Executive
- Derbyshire County Council
- Care Quality Commission
- Environment Agency
- Public Health England
- Other government bodies and agencies
- Other Local Authorities

Your personal information may also be shared with other third party organisations which have a legal right to access the footage.

We use data processors who are third parties who provide elements of services for us, for example Information technology (IT) providers. We have contracts in place with our data processors. (See how we protect your data).

The law only allows us to use your personal information for the purpose it was given. If we would like to use your personal information for another purpose then we would need to notify you of this and seek your consent. The only exception to this is disclosures required by law where an exemption exists under data protection regulation.

Transferring your personal data

Personal data which the Council downloads from recording systems is held on UK servers. When using an external provider for processing e.g. storing customer records, it is our

policy to use companies which have UK or EU based servers to receive the safeguards contained within UK data protection law and reciprocated across the European Union.

How do we protect data?

The Council takes the security of your data seriously. The Council has internal policies and controls in place to safeguard personal data. This includes access restrictions to systems containing personal information, employee training and awareness, ICT security controls and protocols, confidential waste collection and destruction, and documentation including personal data audits and guidance.

Where we engage third parties to process personal data on our 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.

In respect of the recording systems located in vehicles, systems will be:

- Fully encrypted
- Accessible only by authorised officers
- Subject to licence conditions requiring secure handling by drivers and vehicle proprietors.

How long do we keep your personal information?

Footage stored on recording systems will be overwritten after a period of 14 days. Where downloaded retention periods are determined by business or legal needs. It is our policy not to hold records any longer than necessary whilst complying with any legal requirements and providing sound business records.

The Council has a retention schedule which contains its main record types and the length of time the record type will be kept. If you would like further information on this then please email FOI@ne-derbyshire.gov.uk.

Access to your information and other individual rights

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email FOI@ne-derbyshire.gov.uk or write to us at the following address.

Bolsover District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
Derbyshire
S42 6NG

There is also information on our website – search '[data protection](#)'.

You also have other rights under data protection regulation which include rights to rectification, erasure, to restrict processing, data portability, to object, and to prevent automated decision making. Some of these rights are affected by the legal basis for processing which the Council is using, for example the rights to erasure and portability do not apply when processing your personal data for official public functions. More information of your rights is available on our website.

To exercise your rights please use the contacts details noted in the first instance.

How to contact us

Please contact us if you have any question about this privacy statement or information we hold on you:

- By email – FOI@ne-derbyshire.gov.uk
- Or write to us at: Bolsover District Council, The Arc, Clowne, Chesterfield S43 4JY

The Council's Data Protection Officer is Kath Drury, email kath.drury@bolsover.gov.uk or telephone 01246 242280.

You also have a right to make a complaint to the Information Commissioner's Office about concerns you may have about your personal data.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

www.ico.org.uk

You may wish to raise any complaint or concern with us first by contacting the Council's Data Protection Officer or using the Council's complaint system.

Appendix A – List of all relevant Acts/regulations – CCTV in Taxis

Local Government (Miscellaneous Provisions) Act 1976	Town Police Clauses Act 1847	Equality Act 2010
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