

Privacy Notice Service CCTV

As the 'data controller' for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for.

This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

Your personal data – what is it?

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR) and supplemented by the Data Protection Act 2018.

What Personal Data will we collect from you?

We will only collect the personal information we need to provide you with relevant information, services and support.

The Council's service CCTV, which consists of internal and external cameras operated across Council services, is distinct from public space CCTV which has a separate privacy notice at <https://www.south-ayrshire.gov.uk/privacy-notice/documents/publicspace-cctv-privacy-notice.pdf>.

Service CCTV does not use facial or number plate recognition software, and is distinct from speed cameras.

The personal data we will collect includes:

- Live and recorded images within and related to Council services, locations and buildings (such as schools, recycling centres, activity centres, housing offices etc.) across South Ayrshire, including, but not limited to -
 - Reception areas
 - Entrances and exits
 - Forecourts and perimeters
 - Vehicles

Signage will be in place to confirm where a CCTV system is on operation.

- CCTV images may capture your face and your vehicle.

How will we use your information?

Service CCTV may be used for the following –

- Public safety
- Staff safety
- Pupil safety (education establishments only)
- Protection of property
- Enforcement (certain Council services have enforcement powers to tackle specified issues such as fly-tipping and illicit tobacco selling)

Service CCTV is overt, meaning cameras are visible and surveillance is general in nature. Signage highlights where service CCTV is in operation.

Images and CCTV related information can, at times, be used to assist with the prevention and detection of criminal and fraudulent activity.

CCTV use will comply with the Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) requests.

Monitoring of 'live' and recorded images is undertaken primarily by Council employees, but can be undertaken, as per agreement, with approved contractors. For example, CCTV within a Public-Private Partnership school may be accessed by the contractor responsible for the management of facilities within the school, but they will only do so within guidelines set by the Council.

What is the legal basis for using/sharing your information?

The legal basis is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller as per Article 6(1) (e) of the GDPR, and the task or function has a clear basis in law. The law relating to the Council's use of CCTV is the Criminal Justice and Public Order Act 1994, Section 163. Under certain circumstances we may process personal information under the Regulation of Investigatory Powers (Scotland) Act 2000.

Who will we share your information with?

Where necessary your information will be shared with:

- Police Scotland (*and other external enforcement agencies such as the National Crime Agency and the Border Force*) (for the prevention and detection of crime)
- Ayrshire Roads Alliance (public safety)

How long do we keep hold of your information?

Recorded CCTV images will be held for no more than 31 days from the date of recording after which they are automatically deleted, unless archived for investigation purposes specifically related to crime, fraud, enforcement and insurance.

What are your rights?

The lawful basis for processing/using your personal data directly impacts which rights are available to you. For example, some rights will not apply, in this case we are not required to:

- erase your personal information.
- enable the right to data portability

However, you do have the following rights and can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances

You also have the right to object to the processing of your personal information.

Do you require this statement in a different format?

Please contact us if you require this information in an alternative format.

How can you get in touch with us?

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

Are you dissatisfied with the way your Personal Information has been handled?

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Data Protection Officer
South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR

Email: DataProtection@south-ayrshire.gov.uk

Telephone: 01292 612 223

Information Commissioner's Office – Scotland

45 Melville Street

Edinburgh

EH3 7HL

Email: Scotland@ico.org.uk

Telephone: 0303 123 1115