



## **Privacy Notice: CCTV**

This privacy notice is designed to help you understand how and why we use CCTV.

Footage of individuals is classed as personal data where an individual can be directly or indirectly identified.

### **Why do you need to process my information and how will you use it?**

We have CCTV for the purposes of:

- Reducing crime in the form of theft, fire, vandalism, physical and verbal abuse to its personnel and property by aiding prevention through deterrence and detection;
- Providing a safer and a more secure environment for all personnel working within the premises, or any members of the public with lawful reasons for being at the premises;
- Maintaining the security of buildings and associated contents.
- Providing a safer and a more secure environment for all personnel working on all frontline fire appliances and reducing crime in the form of theft, fire, vandalism, physical and verbal abuse to its personnel while working around the county.

The Fire and Rescue Service Act 2004 makes it a requirement that we secure the provision of the personnel, services and equipment necessary efficiently to meet all normal requirements and the Health and Safety at Work Act 1974 provides the obligation to safeguard our employees.

CCTV footage is used for investigation purposes, for the prevention and detection of crime and for internal matters such as, accident investigations. Decisions on how footage will be used, are made on a case by case basis and in accordance with the South Yorkshire Fire and Rescue's CCTV Policy.

We do not perform any covert surveillance; covert surveillance is that carried out in a manner calculated to ensure that subjects of it are unaware it is, or may be taking place. All buildings and fire appliances where CCTV is fitted will display awareness signs.

### **Who will have access to the information?**

Access to our control room is monitored by live feed CCTV, this can be viewed by anybody in the control room at that time.

Upon official request from the responsible department, our ICT team would access the CCTV hard drive to retrieve the requested footage. They would then pass it to either Health and Safety, Property Services or another Service manager who has a legitimate reason to review it. For the purposes of prevention and detection of crime, we would securely disclose the footage to the Police, upon request.

CCTV is managed by South Yorkshire Fire and Rescue.

### **How long will you keep hold of my information?**

Where footage is stored on the hard drive, it is retained for a rolling period of approximately 2 months. Footage that has been downloaded from the hard drive is reviewed at least annually, to determine whether it is still required to meet the intended purpose. We cannot determine how long the police would retain any footage given to them for crime prevention purposes.

**Is there anything else I need to know when it comes to my personal information?**

To find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further please see our full Privacy Policy, available under ['Your information'](#) on our website.