

**Privacy Notice: CCTV and Body Worn Cameras (video and/or audio footage)**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. This privacy notice explains why and how we use your information and how we protect your privacy.

SYFR is a registered Data Controller with the Information Commissioner and you are welcome to contact our Data Protection Officer by emailing [dataprotection@syfire.gov.uk](mailto:dataprotection@syfire.gov.uk) , by calling 0114 2532456 or by writing to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG

**What type of information will we collect from you?**

Video footage. This is classed as personal data where an individual can be directly or indirectly identified

**Why do we need your personal information?**

We collect video and/or audio footage for the purposes of:

* Reducing crime in the form of theft, fire, vandalism, physical and verbal abuse to SYFR 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 SYFR personnel while working around the county.
* Investigation purposes, for the prevention and detection of crime and for internal matters such as, accident investigations.
* Our duty to audit non-domestic buildings as part of the Regulatory Reform (Fire Safety) Order 2005

**How we will collect your personal information?**

Via CCTV cameras on property, appliances and via body worn cameras.

**Our legal basis for processing your information**

Processing this information is necessary for compliance with our legal obligations which include, but are not limited to:

* UK GDPR Article 5(I)(f) Legitimate interests pursued by the service which means SYFR need to process this information to fulfil its objectives, we believe it will not adversely affect you and we think you would expect it. It is in SYFR’s legitimate interests to ensure the secure provision of the personnel, services and equipment necessary to meet its requirements as a Fire and Rescue Service.
* The Fire and Rescue Service Act 2004 makes it a requirement that SYFR secure the provision of the personnel, services and equipment necessary to meet its requirements as a Fire and Rescue Service.
* The Health & Safety at Work Act 1974 –responsibilities as an employer to ensure the safety and wellbeing of its employees and that of others employed and not employed by the service.
* Regulatory Reform (Fire Safety) Order 2005 permits SYFR to audit non-domestic buildings to review the fire safety risk assessments and fire safety provisions and procedures.

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. Any use of body worn cameras will be verbally relayed to all present at the time.

**Who will have access to my information?**

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

Upon official request, once authorised, SYFR ICT or Property Services Team can access footage as requested.

All video and/or audio footage collected as outlined in this notice is managed by South Yorkshire Fire and Rescue and any access is strictly limited to those roles that have a clear business need.

**Why we may need to share your information:**

We may need to share your information with:

* other staff for purposes outlined in this notice;
* third parties , for example the police for the purposes of prevention and detection of crime;
* when taking legal advice for prospective legal proceedings;
* information may need to be shared as part of a disciplinary / grievance or investigations of a similar nature.

We will not pass on your information to third parties without first obtaining your consent, unless the law and/or our policies allow us to do so for example, in the following circumstances:

* The law states that we can
* There is a risk of serious harm or threat to life
* We are directed by a court of law

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 Policies such as the CCTV Policy.

**How long will your information be kept:**

We will collect, process and retain your information in accordance with data protection legislation and our policies on data retention – this varies according to statutory requirements and other legitimate business reasons.

CCTV - 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.

Body worn camera footage - retention information is detailed in the Business Fire Safety Privacy Notice which is also published online.

**How to access and control your personal information:**

SYFR have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how we maintain the security of this and your rights to access the information we hold about you, please refer to our website at [www.syfire.gov.uk](http://www.syfire.gov.uk).

You can find out more about your personal data rights at the Information Commissioners Office Website, or contact them on 0303 123 1113 or by post at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.