

Service Area and contact details

Service Area:	Environment and Public Protection
Contact Details:	info@newport.gov.uk / 01633 656656
Privacy Notice Name:	CCTV – Refuse Vehicles

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than yourself (the data subject).

Newport City Council has obtained the following categories of your personal data:

Recordings containing video footage and images, this could include footage of the general public and vehicles. CCTV has no audio.

We have obtained your information from:

We receive personal information in the form of video footage from the use of CCTV camera equipment installed on each of our vehicles to capture footage of any incidents involving the operatives or vehicles, including traffic incidents, missed bins or abuse, to provide evidence if required for insurance, complaints or identification of illegal activity. Our vehicles have four cameras (360 viewing) with a front, rear and near/offside camera which allow greatest coverage around the vehicle and immediate vicinity.

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected your personal data and the reasons for processing.

Our legal basis for processing your information:

We have a legal duty to process your personal information

Further details about our legal basis for using your information and the purpose of processing:

Under Health & Safety at Work Act 1974, employers have a duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to protect workers and others from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

The lawful basis for CCTV and collecting data under the General Data Protection Regulations:

- a. Article 6(1)(e) - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
- b. Article 9(2)(e) – Processing relates to personal data which is manifestly made public by the data subject
- c. Processing is necessary for the compliance with a legal obligation to which NCC is subject

We collect this information to

- 1. Protect the health & safety of the collection crews and members of the public
- 2. Identify dangerous activities that pose a risk to health & safety being undertaken by the crew or members of the public
- 3. Provide assistance in accident investigations (including near misses)
- 4. Support the assessment of problems with access to streets/properties or allegations of missed collections
- 5. Support the investigation into insurance claims from third parties
- 6. Accurately respond to complaints
- 7. Collect evidence.

Refuse vehicles operated by the Council are fitted with CCTV cameras to enhance and protect the safety and interests of our operatives and the general public. The data captured on CCTV is also used to aid in the investigation of missed bin collections.

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

Not applicable

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

Not applicable

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not applicable

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Selected employees within the Waste Collection Service

We may share your information within Newport City Council:

In the event of an accident, claim, complaint, allegation we may share with,

Senior management

NCC Insurance

NCC Health & Safety

We may share your information with other, external organisations:

Police

HSE

Ombudsman and other regulatory authorities

Courts & Tribunals

Relevant insurance companies

Complainant (in the event of a dispute - viewing only)

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

Not Applicable

Details of any international transfers of your personal information:

(if applicable)

Not applicable

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

[Information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

Information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

Each Vehicle CCTV data is overwritten on hard drive every 28 days. Footage that has been downloaded is deleted quarterly.

Any footage retained as evidence for insurance purposes or legal action is deleted in line with standard retention schedules.