

## Service Area and contact details

<b>Service Area:</b>	Environment and Public Protection
<b>Contact Details:</b>	info@newport.gov.uk; 01633 656656
<b>Privacy Notice Name:</b>	Civic Amenity Site

## 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:**

**We have obtained your information from:**

## 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:**

It is necessary for the performance of a task carried out in the public interest.

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

The processing of this data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Newport City Council).

The Civic Amenity Site operate overt CCTV cameras that will be recording continuously and will capture vehicles and individuals whilst on site.

We may use your personal information to:

- Assist with the prevention and detection of crime and protect property at the Household Waste Recycling Centre
- Increase the security and welfare of employees when there are concerns around their safety
- Improve public safety
- Assist in the prevention and reduction of public disorder and anti-social behaviour
- Investigate any complaints, grievances, or Health and Safety incidents
- Provide data intelligence for third party insurance claims, incidents, and accidents

The legislation and Code of Practice that informs this processing is as follows;

Section 163 of the Criminal Justice and Public Order Act 1994

The Code of Practice for the deployment and use of Body Worn Video(BWV)

Crime and Disorder Act 1998

Criminal Procedures and Investigations Act 1996

Protection of Freedoms Act 2012

Health and Safety at Work Act 1974

Environmental Protection Act 1990

Controlled Waste (England and Wales) Regulations 2012

Any requests for CCTV footage in relation to insurance claims need to be made to [information.management@newport.gov.uk](mailto:information.management@newport.gov.uk) by the insurance company or police.

**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:

Choose a further lawful basis.

**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:

N/A

**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](mailto: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:**

Civic Amenity Site Manager and Supervisors/appointed persons  
Newport City Council Civic Amenity Site/HWRC staff

**We may share your information within Newport City Council:**

NCC Legal department  
NCC insurance department  
NCC Health and safety

**We may share your information with other, external organisations:**

Information may be shared with any Body deemed necessary to enable us to carry out our service or function, where permitted and required to do so by applicable law including but not limited to:

Gwent Police

The Courts

DVLA to identify the registered keeper in connection with the prevention and detection of crime

Other local authorities

Natural Resources Wales / Environment Agency

Regulatory and statutory bodies

Law enforcement agencies in connection with the prevention and detection of crime

National Fraud Initiative (NFI)

Organisations involved with insurance and accident investigations.

**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:**

**Details of any international transfers of your personal information:**

*(if applicable)*

We will not transfer this data internationally.

**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](http://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](mailto: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](mailto: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**

CCTV footage will be routinely deleted every 31 days. We may retain video for a longer period if an incident has been recorded that requires further examination or is requested to be retained by law enforcement or the courts. The data will then be deleted once it is no longer required.