

## 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 Operatives use of Body Worn Video Cameras

## 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:

Click here to enter text.

### We have obtained your information from:

Click here to enter text.

## 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 statutory obligation to process your personal data**

**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). Civic Amenity Site Operatives will be required to wear and activate Body Worn Video & Audio (BWVA). The key objectives of the cameras are to discourage physical assaults, aggressive or abusive behaviour against staff and to investigate any complaints, grievances or health and safety incidents.

The use of BWVA will not be continuous and the activation of BWVA must be shown to be proportionate, legitimate, necessary and justifiable. The recordings will provide video and audio data of conversations and interactions between HWRC Operatives and members of the public. All recordings will be incident specific and cameras will not be used, where possible, without advance notification.

HWRC Operatives have been advised to restrict recording to areas and persons necessary, to obtain evidence relevant to a potential incident, where they feel they are likely to be subjected to verbal or physical abuse. Recording will not commence until the HWRC Operative has issued a verbal indication or warning, where possible, of their intention to turn on the body worn camera and start recording.

Use of the equipment will address real concerns regarding prevention, detection and investigation of crime, improve public safety, increase the safety of site operatives and address more general pressing social needs regarding security and welfare of all site users and the protection of site property to include the prevention and reduction of public disorder and anti-social behaviour..

The legislation and Code of Practise 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

**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
- Debt Recovery Agencies
- 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:**

Pinnacle response are the suppliers of the body worn video camera equipment. BWVA data will be downloaded and stored on the Newport City Council network on a daily basis. The data stored on the camera devices is encrypted, this means that the recordings can only be viewed (decrypted) by using the appropriate software. Access to this software is strictly controlled by Newport City Council. Viewing and analysis of images will only be undertaken by authorised employees. The information will be stored so that recordings relating to a specific individual or event can be easily identified, located and retrieved.

**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**

Body Worn Video 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.