

PRIVACY NOTICE

Refuse Collection Vehicle 360° CCTV SERVICE



Service: Refuse and Cleansing

Department: Environmental Services

Process: Recording images from the Council refuse collection vehicles and other HGVs

Date: 3rd March 2023

Why we are collecting your data?

Basildon Borough Council needs to collect your personal data to enable the Council to provide information to insurance companies and the Police in the event of an incident.

Information Collected Images

The data is collected through CCTV Cameras on vehicles

The basis for the processing

- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **Substantial public interest conditions**

Who your information will be shared with

- Other internal Council departments and Council Officers
- The Police, insurance companies and Health & Safety Executive
- We have arrangements with a range of IT providers who support the Council's IT systems and services, therefore your data may be accessed by these suppliers. Where we have these arrangements there is always a contractual agreement with them to ensure they comply with the Data Protection Law.

Your data will be shared with third parties to:

- To help if there is need of any professional or legal advice on a matter relating to you
- To help prevent fraud and/or tackle crime
- To improve and optimise the performance of our services

We will never sell your data

Provide accurate information:

We need to hold accurate and up to date information about you so that we can deliver appropriate services. If any of your details change, you need to tell us as soon as possible so that we can update your records.

We will not:

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad unless it meets the requirements of the Data Protection regulations

- Make decisions about you based on automated processing

How long will we hold your data for?

We will keep all records relating to vehicle footage for 6 months to allow time for investigations to be completed. Following the completion of an investigation footage will be deleted.

Your rights

You have the right to access the personal information we hold about you. Any access requests are free of charge. If the information we hold about you is inaccurate, you have a right to have this corrected and you have the right to request completion of incomplete data. You have the right to ask us to erase your personal data in certain circumstances ('right to be forgotten').

You have the right to ask us to stop or restrict the processing of your personal data, in certain circumstances. Where possible, we will seek to comply with your request, but we may need to hold or process information to comply with a legal requirement.

You can make any of these requests by:

Online form : [Legal Information \(basildon.gov.uk\)](http://basildon.gov.uk/legal-information)

Email: dpo@basildon.gov.uk

Phone: 01268 533333

Letter to:

The Data Protection Officer
Basildon Borough Council
Basildon Centre,
St. Martin's Square,
Basildon
SS14 1DL.

If you are dissatisfied with how we have used your personal information, you can complain to the Information Commissioner's Office, by:

- Email: casework@ico.org.uk
- Phone: 0303 123 1113 (local rate) or 01625 545 745
- Letter to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF