

Perth and Kinross Council Privacy Notice

Depot and Skip Site Located CCTV Cameras

December 2020

1. Details of process for which personal information is being used:

The information collected will be used by Perth & Kinross Council to monitor the safety of its staff, visitors, members of the public, and vehicles.

2. Who is processing this information:

The personal information collected will be processed by Perth and Kinross Council, 2 High Street, Perth, PH1 5PH, enquiries@pkc.gov.uk , 01738 475000.

3. Why is it lawful for the Council to process this information:

The Council is required to comply with the Health and Safety at Work Act 1974 which places responsibilities on employers towards employees and members of the public by providing plant and systems of work which are so far as reasonably practicable, safe and without risks to health. CCTV images are routinely helpful in establishing the facts of various circumstances so that unknown or contested situations can be settled with greater certainty.

Formally, the processing of personal data captured for this purpose satisfies Article 6(1)(c) of the UK General Data Protection Regulation - processing shall be lawful to the extent that it is necessary for compliance with a legal obligation to which the controller is subject.

Images may also be used to investigate complaints or to provide evidence of other incidents captured by the cameras.

Formally, this processing of personal data captured for this purpose satisfies Article 6(1)(e) of the UK General Data Protection Regulation - processing shall be lawful to the extent that it is necessary for a task carried out in the public interest.

4. Will any sensitive personal information (Special Category Data or information about criminal convictions etc.) be processed?

No

5. Will this information be shared:

Personal information will be disclosed to the Council's contracted business partner (Rightmann Services Ltd.), who supply Agency staff to the Council, where is it necessary to provide them with evidence of Health & Safety or other incidents involving their employees.

Personal information will not be otherwise disclosed to third parties unless it's necessary for PKC to do so in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. The Council may check information provided, or information provided by a third party, with other information held by us.

6. How long will this information be kept for:

Personal information held on Perth and Kinross Council Vehicle Mounted CCTV systems is kept for 30 days before it is automatically deleted.

A copy of specific CCTV images may be retained for longer for investigations involving PKC and/or the Police. The images will be held as part of the relevant case file and will be destroyed in line with the corresponding retention policy.

7. Personal Information Rights:

Individuals have rights in relation to the information the Council holds about them, including the right to request a copy of their information. More can be found out about [Personal Information Rights](#) on our website or by contacting the Council's Information Governance team at the address below.

8. Data Protection Officer

The Council has a Data Protection Officer who you can contact in the first instance if you have any questions or complaints about how we are processing your personal information.

Please contact:

Data Protection Officer
2 High Street
Perth
PH1 5PH

Email: DataProtection@pkc.gov.uk Telephone: 01738 475444.

9. Information Commissioner's Office:

If you want to complain about how the Council has processed your information you have the right to contact the Information Commissioner's Office website :<https://ico.org.uk/> or 0303 123 1113.

10 . Information Governance Team:

If you have any questions about how the Council processes your information, or if you would like a copy of this notice in another language or format, please contact the Information Governance team.

Information Governance:

Legal and Governance Services
2 High Street
Perth
PH1 5PH

Email: DataProtection@pkc.gov.uk Telephone:01738 477933