

Classification: OFFICIAL

READING BOROUGH COUNCIL

GDPR Data Privacy Notice

CCTV Surveillance including Bus Lane Enforcement

<b>The identity and contact details of the company</b> Reading Borough Council
<b>Contact details of the Data Protection Officer</b> Ricky.gill@reading.gov.uk
<b>What Personal Data is held?</b> Images of the public Number plates
<b>How will the data be stored?</b> Electronic copies
<b>What is the legal basis for the collection, use and storage of the data?</b> <ul style="list-style-type: none"><li>• The Human Rights Act (HRA) 1998</li><li>• Protection of Freedoms Act (PoFA) 2012</li><li>• Freedom of Information Act (FoIA) 2000</li><li>• The Crime &amp; Disorder Act (CDA) 1998</li><li>• The Regulation of Investigatory Powers Act 2000</li><li>• Traffic Management Act 2004 (and associated regulations)</li><li>• Transport Act 2000, (and associated regulations, notably the The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005)</li><li>•</li></ul>
<b>Give details of how long the data will be stored and criteria used to determine this?</b>  CCTV images are kept for approximately 31days (no exact retention date is set as the digital video recorders storing the CCTV images have a finite amount of memory and any cameras added or removed from the system will take away or free up memory leading to a slightly different retention period. Annually a review of the available DVR space is undertaken and measures taken to adjust retention periods to 31days at time of the review. Images will be kept for longer periods of time if the Police request the images for the investigation of crime. Images and videos can be kept for up to 6 years for a bus lane/parking PCN contravention
<b>Who will it be shared with and for what purpose?</b>  The information from CCTV surveillance cameras in the Councils Civic Centre will not be shared unless requested by the Police for criminal investigations The information from CCTV surveillance cameras in the town centre and on the Councils road network will be shared with the Police for criminal investigations

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The information from some of the Councils cameras on the road network will be shared with Reading buses, West Berkshire Council and Wokingham Council for the purposes of facilitating the expedient movement of traffic.

The information from Bus Lane cameras will be shared with:

- Law enforcement agencies in connection with any investigation to help prevent unlawful activity
- The Traffic Penalty Tribunal
- The Traffic Enforcement Centre
- Collection Agency
- NSL Services Group
- Parseq Limited
- Liberty Services
- Cobalt Telephone Technologies
- Civica
- Northgate Public Services
- Imperial
- DVLA
- Other Local Authorities

**How can the service user get access to it?**

Subject Access Request can be made by following the link: [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

**State whether any data is to be transferred outside the EU?**

No

**Is processing based on consent?**

No - However signage is in place around the borough advising the public that CCTV or Bus Lane camera monitoring is occurring.

**What other rights does the service user have that we have to make known to them?**

The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner's Office (ICO)

**State if there will be any automated decision making**

No