

<b>PRIVACY NOTICE</b>	Body Worn Video (BWV) Cameras	Version 1.00
<b>AUTHOR</b>	Watch Commander Allbutt	
<b>DATE</b>	18/07/18	

•	Who is collecting my information?			
	<i>Hereford &amp; Worcester Fire and Rescue Service</i>			
•	Where did you get my information?			
	<i>Footage and sound recorded by operational staff in emergency situations. When filming is taking place, members of the public will be informed by the wearer and cameras will be clearly marked and visible.</i>			
•	What information is being collected?			
	<i>Images and sound recordings</i>			
•	Why are you collecting this information?			
	<i>To support the investigation of any complaints or concerns raised by service personnel, partners or members of the public.</i>			
•	What are the legal reasons (legitimate grounds) for collecting my personal data?			
	<i>The Service has a legal obligation to help protect the welfare and safety of operational staff at incidents and to investigate the causes of fires, road traffic collisions and other emergencies.</i>			
•	What will my information be used for?			
	<i>To provide accurate data for the investigation of incidents and also to protect Service against false / inaccurate claims.</i>			
•	How will my information be stored to guarantee security?			
	<i>Data will be temporarily stored within the camera device. Footage that is required at the end of an incident will be uploaded onto a secure, cloud based storage facility.</i>			
•	Who will have access to my information?			
	<i>Access to the cloud based database will be strictly limited to authorised individuals involved in the investigation process and will be administrated by trained Operational Policy Department personnel.</i>			
•	Will my information be shared with anyone other than the Fire and Rescue Service?			
	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
•	If YES, then how will this be done?			
	<i>Via secure access to the cloud based storage or through the use of an encrypted portable memory device</i>			
•	If YES, who with?			
	<i>Investigating officer, Operational Policy Department (specifically trained personnel), Police, legal representatives, insurance companies (as appropriate)</i>			
•	Do I have the right to ask for my information to be erased?			

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	<i>Yes if image is captured and not related to the investigation – Please contact the Performance and Information Department for copies</i>	
•	Do I have the right to object to my information being used?	
	<i>No if images are required as part of an investigation. All images that are not required as part of the investigation will be deleted.</i>	
•	Do I have the right to ask for my data to be provided in a universally recognised electronic format e.g. CSV file?	
	<i>Yes if your image is captured - Please contact the Performance and Information Department for copies</i>	
•	How long will you keep my information for?	
	<ul style="list-style-type: none"> <li><i>Recorded information is automatically stored on the camera device for 24 hours and is then either deleted or if the footage is required it is uploaded to a secure cloud based system.</i></li> <li><i>Cloud saved images are retained for up to 30 days and then deleted if not required for specific investigative purposes.</i></li> <li><i>Footage needed for an investigation will be stored until the inquiry is complete and then deleted.</i></li> </ul>	
•	How will my information be disposed of?	
	<i>Investigating officers will be responsible for the deletion of all downloaded information at the conclusion of an investigation. Operational Policy Department are responsible for the deletion of any cloud stored recordings.</i>	
•	Who do I contact if I have any questions?	
	<i>Watch Commander Allbutt - Hereford &amp; Worcester Fire and Rescue Service, Southwell House, Hindlip</i>	
•	How do I make a complaint?	
	<p>Step 1: Please submit your issue via the Service's complaints system: <a href="#">Comments and Complaints</a></p> <p>Step 2: If you are not satisfied with the outcome of the internal review, you may <a href="#">raise a concern</a> directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a></p>	

For Performance & Information Department to complete

Legislation	Section	Details
GDPR	Article 6(1)(e)	Task carried out in the public interest
Fire Services Act	7(2)(d)(e)	Firefighting
Fire Services Act	8(2)(d)(e)	Road Traffic Accidents
Fire Services Act	9(3)(a)(d)(e)	Emergencies
Health and Safety at Work etc. Act 1974	Part 1, Section 2	General duties of employers to their employees