

PRIVACY NOTICE	Vehicle Mounted CCTV	Version 1.00
AUTHOR	Watch Commander Allbutt	
DATE	18/07/18	

• Who is collecting my information?			
<i>Hereford & Worcester Fire and Rescue Service</i>			
• Where did you get my information?			
<i>Footage taken from mobile Fire Appliances</i>			
• What information is being collected?			
<i>Film image of Fire Appliance and close proximity area</i>			
• Why are you collecting this information?			
<i>Footage is collected to assist with vehicle-related incident investigations</i>			
• What are the legal reasons (legitimate grounds) for collecting my personal data?			
<i>The Service has a legal obligation to attend emergency incidents and it is in the public's best interest to have emergency response vehicles available at all times to respond. Additionally the Service has a duty to protect the health and safety of staff.</i>			
• What will my information be used for?			
<i>To provide accurate data for the investigation of vehicle incidents</i>			
• How will my information be stored to guarantee security?			
<i>Information will be stored on a vehicle mounted, secure hard drive which overwrites every 240 hrs of footage. In the event of an accident/incident, data will be downloaded onto a separate secure drive to be used for internal investigation.</i>			
• Who will have access to my information?			
<i>Access will be strictly limited to Investigating officer, Fleet (for analysis/interpretation of vehicle data), police, legal representatives (as appropriate)</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>Secure / encrypted portable memory device</i>			
• If YES, who with?			
<i>Police, legal representatives, insurance companies</i>			
• Do I have the right to ask for my information to be erased?			
<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 part of an investigation. All none related images will automatically be overwritten every 240 hrs</i>			

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• 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?	<i>Footage will automatically be overwritten every 240 hrs. Images needed for inquiry purposes will be deleted on conclusion of investigation</i>
• How will my information be disposed of?	<i>Investigating officer will be responsible for deleting video footage and shredding any associated paper records at the conclusion of an investigation</i>
• Who do I contact if I have any questions?	<i>Watch Commander Allbutt - Hereford & 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: Comments and Complaints</p> <p>Step 2: If you are not satisfied with the outcome of the internal review, you may raise a concern directly with the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 (alternatively 01625 545745) or E-mail: casework@ico.org.uk</p>

For Performance & Information Department to complete

Legislation	Section	Details
GDPR	Article 6(1)(e)	Task carried out in the public interest
Fire and Rescue Services Act 2004	Part 2	Functions of Fire and Rescue Authorities
Health and Safety at Work etc. Act 1974	Part 1, Section 2	General duties of employers to their employees