PRIVACY NOTICE	Vehicle Mounted CCTV	Version 2.0
Information Asset Area	*Operational Logistics*	
Date	*October 2024*	

- **Who is collecting your Information?**

Hereford & Worcester Fire Authority

You can contact us by email on info@hwfire.org.uk or by phone on 0345 122 4454 or you can write to us at Hindlip Park, Worcester WR3 8SP

- **What information is being collected?**

Film images of the Fire Appliance and its immediate surroundings

- **Why are we collecting this information and what will we use it for?**

To provide accurate data for the investigation of vehicle incidents and to assist in incident investigations

- **What are the legal reasons (legitimate grounds) for collecting your personal data?**

UKGDPR Article 6(1)(c) – Legal Obligation

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.

- **How will your information be stored?**

Electronically - On the appliance's onboard hard drive or longer term on a secure wireless system.

- **Who will have access to your information?**

- *Access is granted only by permission of the Fleet Manager.*
- *Where statutory requests for information are made for Vehicle Mounted CCTV footage, Information Governance will process them and disclose what (if anything) the requester is legally entitled to.*
- *ICT staff can access all electronic systems when there is a legitimate need to do so.*

- **Will your information be shared with anyone other than the Fire and Rescue Service?**

Yes	☒		No	☐

- **If YES, then how will this be done?**

Encrypted portable memory device

- **If YES, then who with?**

Police, legal representatives & insurance companies where appropriate

- **How long will we keep your information for?**

Footage will automatically be overwritten every 240 hours of use. Images needed for investigative purposes will be deleted upon conclusion of investigation

- **How will your information be disposed of?**

Securely deleted

- **Who do you contact if you have any questions about your information?**

	The Information Governance Department by email on informationrequests@hwfire.org.uk
	Or you can call on 0345 122 4454 or write to Information Governance, Hereford & Worcester Fire and Rescue Service, Hindlip Park, Worcester WR3 8SP
●	**What else do you need to know?** **Your Data: Your Rights**
	Under data protection legislation, you have statutory rights relating to your own personal data: •**Access** - you have the right to know what data we hold relating to you and why, and to receive a copy of it; •**Rectification** - you have the right to have inaccurate information about you corrected; •**Objection** - you have the right to object to the Service using your information, and we would have to stop unless we have a sound overriding reason to continue; •**Erasure, Restriction and Portability** – in specific circumstances, you have the right to have your personal data deleted, to put limits on what the Service may do with it or to receive a copy in machine-readable form to take to another organisation; For more information on your rights under the data protection laws you can have a look at the Information Commissioner's Office website page by following this link https://ico.org.uk/your-data-matters/ Should you wish to exercise any of your rights please contact the Information Governance department by email on informationrequests@hwfire.org.uk by phone on 0345 122 4454 (local rate) or by writing to: Information Governance Hereford & Worcester Fire and Rescue Service HQ Hindlip Park Worcester WR3 8SP
●	**How do you make a complaint?**
	Should you have any concerns regarding the management of your personal data and wish to make a complaint, in the first instance please do so using Hereford & Worcester Fire and Rescue Service's complaints system: Comments and Complaints. If you are not satisfied with the outcome of the internal review, you may appeal the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, Tel: 0303 123 1113 or E-mail: casework@ico.org.uk