

# Privacy Notice for Community Safety & CCTV

## Service description

We are committed to tackling and reducing crime, anti-social behaviour and the fear of crime and to provide a safer environment for those people who live and work in the District of Dover and for visitors travelling through our District.

## Processing activity

In order to undertake our community safety functions, it is necessary for us to collect and hold personal information. In general terms, we process personal information relating to:

- the investigation and detection of crime and disorder
- the detection and prevention of terrorism
- the instigation of legal proceedings
- safeguarding
- general correspondence between you and us on matters related to our community safety functions

## Information requirements

This information may include:

- name, address, email, telephone number
- date of birth
- CCTV video footage and images of individuals
- vehicle registration numbers
- profiles provided by Police intelligence analysts
- details of crime incidents
- anti-social behaviour incidents
- information regarding neighbour disputes and community conflicts
- anti-social behaviour diaries
- nomination forms relating to individuals at risk of radicalisation
- specific locations relating to activities of individuals
- Police intelligence or data relating to specific individuals, or groups of people
- case notes from health services
- personal data captured in minutes from meetings

## Lawful bases

Our **lawful bases** for processing your personal information are:

- Necessary for the performance or a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Our legal obligation(s) under the:
  - Criminal Procedure and Investigations Act 1996 (prosecutions)
  - Children Act 1989 (safeguarding children & young persons)
  - Crime and Disorder Act 1998 (duty to consider crime & disorder)
  - Regulation of Investigatory Powers Act 2000
  - Anti-Social Behaviour Act 2003 (tackle anti-social behaviour in local communities)
  - Children Act 2004 (safeguarding children and young persons)

- Protection of Freedoms Act 2012 & Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specification of Relevant Authorities) Order 2013 & Surveillance Camera Code of Practice Section 29 Protection of Freedoms Act 2012
- Anti-Social Behaviour Crime and Policing Act 2014 (anti-social behaviour)
- Care Act 2014 (safeguarding adults at risk)
- Counter-Terrorism and Security Act 2015
- Modern Slavery Act 2015 (trafficking & slavery offences)

## Reasons for processing

Some of the information that is collected is classified as [**special category personal data** or] personal data consisting of **criminal convictions and offences (including alleged offences)**. This is processed for reasons of substantial public interest as set out in the legislation referred to above and for reasons associated with legal claims such as the instigation of legal proceedings. To process this type of information we must have a relevant policy document that sets out how this information will be handled.

## Data sharing

Data sharing - to aid with the detection and prevention of criminal acts, we may collect from and share your information with:

- council department(s)
- councillor(s)
- local authorities
- courts/tribunals
- Member of Parliament
- Kent Police
- Kent Fire & Rescue Service
- Kent County Council
- National Probation Service
- Crown Prosecution Service
- Border Force
- HM Revenue & Customs

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

## Retention

We **keep** your personal information for the minimum period necessary. All information will be held securely and disposed of confidentially. Please view our retention schedule for more information.

Please refer to our Corporate Privacy Notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy) for further details of how we process your personal information and your rights.