



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

**Privacy Notice**  
**South Kesteven District Council**  
**Public Space CCTV System**

This document explains how South Kesteven District Council will collect, store, use, share and dispose of your information.

We process your information in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018, for further information please visit <https://ico.org.uk/>.

This document contains information about:

- Who we are
- Why we collect your personal information
- The legal basis for using your information
- Who we may share your information with
- How you can access the information we hold about you
- How long we keep information about you
- Complaints, compliments and comments

**Who we are?**

SKDC is the Data Controller for the personal information we collect via the Public Space CCTV system. Personal information can be anything that identifies and relates to a living person.

**Why we collect your personal information?**

SKDC has installed CCTV (Closed Circuit Television) cameras in various locations throughout the District for the purposes of reducing crime and disorder, anti-social behaviour and the fear of crime by helping to provide a safer environment for all.

In all locations, signs are displayed notifying you that CCTV is in operation and providing details of who to contact for further information about the scheme. The main purposes of the CCTV system is to provide the Police and enforcement agencies with assistance to detect, deter and prevent crime and disorder; to help identify, apprehend, and prosecute offenders; to provide the Police/Council



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with evidence to enable criminal and/or civil proceedings to be brought in the courts; and to maintain public order.

## **The legal basis for using your information?**

The General Data Protection Regulations (GDPR) and the Data Protection Act 2018, states we must have a reason to collect and use your information. The CCTV system was established under Section 115 of the Crime and Disorder Act and operates within the legislation requirements of such a scheme. The processing is necessary for the Council to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

## **Who we may share your information with?**

We will only disclose CCTV recordings or images to third parties to comply with our legal obligations, or where legally permitted, such as for crime prevention and detection.

## **Use of Privacy Blocks**

Where a CCTV camera is sighted with potential views into the private areas of properties, a privacy block can be requested by the owner/occupier which will prevent any view of a particular property. There are currently two privacy blocks used within the district, on cameras 36 and 72.

## **How you access the information we hold about you?**

You have the right to request, in writing, details of your information that we store about you and also the right to access a copy of the CCTV footage. This may be by the Council providing copies of CCTV images or by inviting you to view the CCTV footage at one of its offices, if appropriate. Please see our webpage for further information about how to make a subject access request <http://www.southkesteven.gov.uk>. Please note if you make a subject access request the information must be solely about you and contain no information about another living person.

## **How long we keep information about you?**

All CCTV recordings are retained for a period of 30 days, after this time the footage is automatically deleted

## **Complaints, compliments and comments?**



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If you wish to make a complaint, compliment or comment, please go to the South Kesteven District Council website and use the online feedback form, <http://www.southkesteven.gov.uk/>

You have the right to complain to the Information Commissioner if after contacting SKDC about a data protection concern, you are not satisfied with the

response. Complaints may be submitted to the Information Commissioners Office.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

or by completing the ICO online form at

<https://ico.org.uk/concerns/handling/>

The single point of contact is the Community Safety Lead

The single responsible officer is the Director, Commercial and Operations

Date: November 2021