



Passenger Privacy Notice for the Use of CCTV in Licensed Vehicles

CCTV in Licensed Vehicles – your personal information.

South Cambridgeshire District Council (SCDC), as the licensing body requires all vehicles to have CCTV operational when the vehicle is in use.

SCDC is responsible for the use of images and audio recorded in licenced vehicles, and for complying with data protection legislation. This is known as being the data controller.

What information is being collected?

CCTV images of the driver and passengers are collected when the vehicle is in use. Audio recordings are only collected when the audio trigger has been activated by either the passenger or driver.

Lights on the system will indicate that it is operational and whether audio recording has been activated.

Why is this information being collected?

CCTV in vehicles is used to

- Protect both public and licensed drivers
- To assist in the investigation of crime, a complaint related to taxi licensing, or legitimate requests from an authority with an investigation linked to a licensed vehicle
- To ensure that licensed drivers continue to be 'fit and proper' in line with licence conditions.

This information is being collected in line with the Council's functions relating to licensing taxis and Private Hire Vehicles and processed under Article 6(1)(e) – necessary for our official functions or public task, and Article 9(2)(g) of the GDPR and Schedule 1, Part1, paragraph 6 of the Data Protection Act 2018.

How will my information be used?

Live data is not being accessed or viewed when vehicles are in operation. Recordings are only accessible to authorised Council staff and will only be viewed or downloaded under limited and specific circumstances.

Under what circumstances will my information be downloaded from the CCTV system?

Data will only be downloaded for limited reasons.

- I. Where a crime report has been made involving the specific vehicle and the Police have formally requested that data or,
- II. When a substantive complaint has been made to the licensing authority regarding a specific vehicle or driver and that complaint is evidenced in writing (and cannot be resolved in any other way),
- III. Where a Data request is received from an applicant e.g. police or social services, that has a legitimate requirement to have access to the data to assist them in an investigation that involves a licensed vehicle or driver.
- IV. Subject Access Request compliant with the General Data Protection Regulation

Will the downloaded data be shared with anyone?

- I. CCTV footage and or audio recording may be shared with the Police and other Law Enforcement Agencies to assist them with their enquiries or during the prevention and detection of crime.
- II. To discharge our functions in relation to licensing taxis and Private Hire Vehicles, we may have to share this data with the following types of organisations:
 - Ombudsman and Regulatory Authorities, where they have a legitimate requirement to have access to the data requested to assist them in an investigation that involves a licensed vehicle or driver.
 - Police, on receipt of a formal request, where a crime report has been made involving the specific vehicle.
 - Information may be shown to members of the Licensing Committee if it will assist them to determine whether the driver and/or Operator should continue to hold a licence. Any footage shown to committee will occur in closed session.
- III. It may be shared with the parent or guardian of a passenger aged under 18 years with the consent of that passenger and/or with a social worker or other person with legal responsibility for a vulnerable adult in circumstances where safeguarding concerns are alleged.
- IV. Data may have to be shared with other teams and departments within the Council to fulfil this, and other statutory duties, and to deliver a sufficient level of service, in the public interest, as a local authority, where there is a legitimate requirement to have access to the data to assist them in an investigation that involves a licensed vehicle or driver

How is CCTV information protected?

All CCTV recordings are stored securely on an encrypted hard drive CCTV system within the vehicle. Recordings can only be viewed or downloaded with a decryption key which is only accessible to authorised SCDC staff. The system will overwrite recordings after 28 days unless they have been downloaded from the hard drive.

Information will be downloaded to a secure area on the Council network or secured hard driver/storage that is only accessible to authorised SCDC staff. Copies of data downloaded will be retained by the Council as long is necessary.

Recordings will only be shared via a secure encrypted transfer.

How long will downloaded recordings be kept?

Downloaded recordings will be kept in a secure location on the Council network. They will be kept for the following lengths of time

- Investigations leading to prosecution - 10 years from date of trial
- Investigations leading to formal caution - 3 years from date of caution
- Investigations leading to a written warning or no formal action - 3 years from date of decision
- Subject Access request - 6 years from date of request.

What are my rights over my personal information?

You have the following rights over your personal information. The Council may need to ask you for additional information to verify your identity and to make searches to identify the information it holds.

Right of access – You have the right to request a copy of your information from the Council. This right is sometimes also known as a ‘Subject Access request’.

Right of rectification – You have a right to have any inaccurate or incomplete personal data rectified.

Right of restriction - You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Right to object – You have the right to object to your information being processed.

The Council must provide a response to a rights request within one month of receiving it. Requests can be made verbally or in writing.

If you have a query regarding your rights, please contact the Data Protection Officer by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer.