

Privacy statement

The Data Controller who are processing your personal data is Dumfries and Galloway Council.

Who are we?

Dumfries and Galloway Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Dumfries and Galloway Council Headquarters, English Street, Dumfries, DG1 2DD. You can contact our Data Protection Officer by post at this address or by email at: dataprotection@dumgal.gov.uk, and by telephone on 0303 333 3000.

Why do we need your personal information and what will we do with it?

In relation to drivers and operative behaviour, the Council will collect personal information from CCTV cameras fitted on our Refuse Collection Vehicle in relation to compliance with our Health & Safety Safe Operating and Occupational Road Risk Procedures.

As part of our legal obligation to collect domestic refuse & recycling and commercial waste, the route collection may include footage of members of the public, vehicle third party disposal facilities, registration details and home addresses.

This information may be used to support the validity of any insurance claim, ensure that good working practices are being used and for crime prevention purposes. CCTV signage will be displayed on the front, sides and rear of refuse collection fleet to advise that CCTV in operation on each of our vehicles.

What is our legal basis for using your information?

We provide these services to you as part of our statutory function as your Local Authority.

Article 6(1)(e) of the EU General Data Protection Regulation (GDPR): 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.

Who do we share your information with?

We will share this information internally, for example, in the event of:

- an accident or incident which results in need for an accident investigation
- substance misuse testing
- vehicle requires repairs by Fleet Maintenance
- insurance claim against the Council by third party or employee

We would share this information with Police Scotland if there were any criminal activities being undertaken.

We would share this information with the Council's insurers or insurance companies should any claim arise.

Your information is also analysed internally to help us improve our Services.

How long do we keep your information for?

We only keep your personal information for the minimum of time necessary. Sometimes this time is set out in the law, but in most cases, it is based on our business need. We maintain a records retention schedule which sets out how long we hold different types of information for.

Your information will be held by CMS Supertrak cloud for period of 30 days. Any data / footage downloaded will be kept for the duration of any enquiry and in line with our records retention schedule.

What are your rights under data protection law?

Access to information - you have the right to request a copy of the personal information that we hold about you.

Correcting your information - we want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

Deleting your information - you have the right to ask us to delete personal information about you where:

1. You think that we no longer need to hold the information
2. We are using that information with your consent and that you have withdrawn your consent
3. how we may use your information' below
4. Our use of your personal information is contrary to law or our other legal obligations

Objecting to how we may use your information - you have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information - in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of information. This

right might also apply if we no longer have a basis for using your personal information- but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact the Data Protection Officer if you wish to carry out any of these rights.

We may use automated decision-making processes but very little use of profiling. Where these techniques are used, this will be explained in the specific privacy statements relating to those functions, together with a description of the reason involved in any automated-decision making.

We aim to directly resolve all complaints about how we handle personal information, you can contact the Council's Data Protection Officer by email dataprotection@dumgal.gov.uk or by telephone 0303 333 3000.

You also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Visit their website for more information- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint at www.dumgal.gov.uk/complaints or email:

commentsandcomplaints@dumgal.gov.uk