

Privacy Notice – Body-Worn Cameras

Solon South West Housing is committed to protecting your personal information. This privacy notice relates to body-worn video.

This notice is provided to you by Solon South West Housing who is the data controller of this data.

Your personal data – what is it?

“**Personal data**” is any information about a living individual which allows them to be identified. Identification can be directly using the data itself, or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The data we may collect about you

Body worn video is an overt method implemented to promote public reassurance, capture best evidence, modify behaviour, prevent harm and deter people from committing crime and/or engaging in anti-social behaviour. By effectively embedding the use of Body Worn Video in our frontline staff, Solon will maximise these benefits. The recordings will provide unquestionable video and audio evidence of interactions between our frontline staff and members of the public, to ensure that people are treated with dignity, respect, and in a professional manner. All recordings will be incident specific; cameras will not be used indiscriminately to record all duties.

Personal data that we may collect includes audio, image and video recordings.

Solon will use the minimum amount of personal information necessary to carry out a particular activity. Our employees will take reasonable steps to make you aware of the active recording. We do not record any special category personal information, or information relating to criminal convictions or offences.

Our staff are advised to restrict recording to areas and persons necessary to obtain evidence and intelligence relevant to the incident, and should attempt to minimise collecting data of anyone not involved.

What is the legal basis for processing your personal data?

Solon may process personal data as part of their official duties, for the purpose of raising alarms to get assistance when our frontline staff feel at risk or threatened, to help manage and de-escalate conflict situations and to capture evidence of criminal acts. We may also retain footage for training and auditing purposes.

Sharing your personal data

We may share your personal data internally and with relevant authorities, such as the police or insurers. The footage will be shared under the legal basis of performing a task carried out in the public interest or to ensure the safety of our frontline staff. At no point is your data shared or processed outside of the UK. We do not share the information with other organisations for commercial purposes or anyone who does not have a legitimate interest to access the data.

Solon will take steps to ensure any disclosures of personal data are necessary and proportionate, as required by law. Whenever we share your personal information, sharing options will be evaluated to ensure that your data is shared in the most secure manner.

How do we keep your personal information secure?

We are committed to ensuring that your personal data is safe and processed securely. In order to prevent your personal data from being accidentally lost, used or accessed in an unauthorised manner, altered or disclosed, we have put in place suitable physical, electronic and managerial measures. We limit the access to your personal information to authorised staff who have a business need to know, for instance through access controls on all of our systems.

How long do we keep your personal information?

The body-worn camera footage will be held and used in accordance with the requirements of UK and European data protection law. The footage is stored for 30 days, unless an incident is recorded and the footage is required for the investigation of said incident. In this instance, the footage will be transferred to the incident file, and held for how long it is needed but not longer.

Your rights and personal data

You have the right to see the personal data we process about you, as well as the right of objection, rectification and restriction.

Your rights will depend on the reason why the data was collected, how the data was collected and why it is being used.

If you have any questions or concerns about the way we process your personal data, please contact us on **solon@solonswha.co.uk**.