



## **DASH CAM – PRIVACY NOTICE**

**Last updated: August 2021**

Scottish Fire and Rescue Service (SFRS) is committed to protecting your personal information. The processing of personal data is covered by the General Data Protection Regulation 2018 and Data Protection Act 2018.

This privacy notice explains the information SFRS (“we”) are collecting about you, why we have collected it and how it will be used.

Process owner: **Asset Management**

This notice relates to the following categories of data subject: **SFRS Employees and Others**

### **Why we are collecting your information?**

We have implemented a Dash Cam Policy which sets out our position on the use of on-board capture devices (dash cams) in our service vehicles and its effects on you.

Dash cams are fitted to all service vehicles, some of which may be used for both business and private use.

The aim of the dash cam is to safeguard and assist in the safety of persons and property, to inform health and safety event investigations, defence of legal claims and to learn lessons from incidents which can be incorporated in to driver training.

Footage of individuals recorded by a dash cam will constitute personal data under the General Data Protection Regulation (GDPR), since it allows for the identification

of an individual, in the same way as Closed-Circuit Television (CCTV) and other surveillance systems.

### **How we collect the information about you?**

Footage will be collected by the Dash Cams when in activation of the ignition or when the sensor is activated on the vehicle. The dash cam automatically powers on and off with the vehicle engine, loop records and motion detection functions. It has a built-in collision sensor (G-sensor) which locks recording. The output video shows date/time/location via GPS, vehicle speed and G-force.

### **What information is being collected by us?**

- Video footage

Whilst the capability to record audio is included in the device, it will not be enabled for any purpose.

### **Legal basis for the processing**

Before we process your data, we need a legal basis for doing so.

This is covered under the Data Protection Laws below:

- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child; Art. 6(1)(f)

### **How the information will be used and where it will be stored?**

Footage will be accessed to enable evidence to be captured and used where appropriate to assist with the:

- prosecution of offenders under any criminal act;
- outcome of any Health & Safety event or Fire Investigation;
- debrief process of operational incidents;
- training of drivers;
- management of motor insurance claims; and
- outcome of any complaint or concern that is generated by a member of the public.

Footage cannot be viewed remotely in real time. Footage will not be viewed until requested by an authorised person for a legitimate reason.

The data will be auto recorded and not tampered with, data when retrieved will follow a strict retrieval procedure and be retained securely. The footage would be recorded from the start of the incident to the end of the incident no other footage would be scrutinised.

The Fleet Manager is responsible for retaining dash cam footage and ensuring its use and security in accordance with the Dash Cam Policy.

Data will not be altered in any way, in case required for evidence.

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

In line with GDPR regulations, footage will be secured but can be shared with:

- Health and Safety Department;
- Health and Safety Event Investigation teams;
- Asset Management;
- Risk and Audit;
- Legal Services (internal and external);
- Management;
- Driver Training;

- Corporate Communications;
- Statutory bodies, such as Police, HSE, etc.; and
- Those imaged within the footage.

In the event of any data being retrieved, the retrieval procedure must be followed. All requests for data retrieval must be made via the Information Governance Team.

If requested by a law enforcement authority, they must demonstrate to our Information Governance team that the data is necessary for the investigation or prosecution of a criminal offence.

In certain cases, data may be requested in the event of an accident for civil or criminal liability reasons and can be requested by a third party submitting a Subject Access Request.

Our Information Governance team must be satisfied that we have a legal basis to share the data and that any third party with which the data is shared will restrict its use of the data to only what is necessary and will keep it secure and retain it no longer than is necessary.

The Fleet Manager will keep a register to log when it has been necessary to retrieve and retain data.

### **How long we hold your information for?**

Should the data be retrieved for the purposes listed above, then it will be retained for the duration of investigations and any legal proceedings.

The length of time this will be retained for will be on a 'case by case' basis. We retain the right to keep the data for an extended period of time should the event warrant it. Unless a robust business case is made for retaining the data longer than the period stipulated in the Records Retention Schedule, then the data will be securely erased once processing has ended. If the data is retained for an extended period, then the vehicle driver will be informed of this and the reasons why.

## Requesting access to your personal data and your rights

Under data protection legislation, you have many rights regarding your personal data.

You have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it deleted (where we do not have a legal requirement to retain it);
- have it rectified, restricted;
- object to us using it;
- data portability (in certain circumstances).

Where we are processing data based on your consent, you have the right to withdraw that consent by unsubscribing at any time.

To act on any of the above rights or if you have any concerns about how we are using your personal information, please contact the Information Governance Manager (contact details below).

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office, Tel. No. 0303 123 1113 or in writing to:

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

For more information about your rights: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. To complain to the Information Commissioner's Office: <https://ico.org.uk/concerns/>.

We are a Data Controller for personal data. Our details have been registered with the Information Commissioner's Office (ICO) and our register number is Z3555625. The ICO's register can be viewed online at <https://ico.org.uk>.

If you would like to discuss anything in this privacy notice, please contact:

Carol Wade, Information Governance Manager

Email: [carol.wade@firescotland.gov.uk](mailto:carol.wade@firescotland.gov.uk)

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