

**Privacy Notice – [Body Worn Camera’s]**

Document Information

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| **Document Title** | Privacy Notice – [Body Worn Camera’s] |
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| **Author(s)** | Data Protection Officer |
| **Users** | Galway County Council Staff and Citizens |
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Galway County Council is the local authority for the County of Galway and in performing its functions, Galway County Council is required to process significant amounts of “Personal Data” within the meaning of the Data Protection Acts 1988 / 2003/2018 (“the Acts”) and the European regulations 2016/679 (GDPR). Galway County Council respects the privacy rights of those whose Personal Data we process and we are conscious of our obligations under the Data Protection Acts.

This Privacy Notice explains how Galway County Council will process Personal Data collected through [Body Worn Camera’s].

**What type and how will your Personal Data be collected?**

Body Worn Camera’s involve the use of cameras that are worn by a person and are usually attached to their clothing or uniform. These devices will record both visual and audio information of interactions with the housing tenancy enforcement officer and other council members of staff. Please refer to [**Appendix 7**](https://www.galway.ie/en/services/yourcouncil/dataprotection/cctv/) which provides an inventory of BWC’s in use by Galway County Council.

Body Worn Camera’s are an overt method considered by Galway County Council to be an appropriate measure to help protect the personal safety of certain frontline staff. Body Worn CCTV forms part of a frontline employees Personal Protective Equipment and is provided solely for health and safety purposes, and to attain evidence of threatening or abusive behaviour against the employee.

Body Worn Cameras will not be used to gather evidence for Parking Enforcement or any other enforcement purposes.

Body worn CCTV will only be activated in the event where staff find themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse and the following will apply:

1. Recordings should not commence until the warden has issued a verbal announcement, where possible, of their intention to turn on the body worn device
2. Recordings will not be made whilst performing normal patrolling duties

**What is our lawful bases for processing your Personal Data?**

Galway County Council’s lawful basis for processing Personal Data collected from Body Worn Camera’s is as follows:

* Section 8 of the Safety, Health and Welfare at Work Act 2005 – The Council has a general duty to ensure, so far as reasonably practical, the safety, health and welfare at work of its employees.
* Article 6(1)(e) determines that processing is lawful where it 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 will your Personal Data be shared with?**

We may share your personal data internally with relevant departments for the purpose of fulfilling the above stated legal basis. The footage will be shared under the legal basis of performing a task carried out in the public interest.

Where we have arrangements to share your personal data, there is a contract, memorandum of understanding or information sharing agreement in place to ensure that the requirements of the Data Protection legislation on handling personal information are met. Where we are required to disclose information by law, for example for safeguarding purposes, we may do so without these arrangements.

We engage with third party processors who handle some, or all, of the above mentioned information on our instruction.

Galway County Council 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 will we protect your Personal Data?**

Any data we collect from you will be stored confidentially and securely as required by the Galway County Council Privacy Statement, Data Protection Policy & CCTV Policy. Galway County Council is committed to ensuring all accesses to, uses of, and processing of, Galway County Council data is performed in a secure manner.

**How long will we hold your Personal Data?**

Data recorded on CCTV systems shall be kept for no longer than is considered necessary in accordance with Article 5(e) of the GDPR.

* Normally data recorded on all CCTV systems, will not be retained by Galway County Council beyond a maximum of 30 days.
* Data recorded on CCTV systems may however be retained by Galway County Council beyond a maximum of 30 days in circumstances where the data is required for evidential purposes and/or legal proceedings.

**What are your rights?**

For further information on how Galway County Council processes Personal Data and your rights, please refer to Galway County Council’s Privacy Statement, Data Protection Policy and CCTV Policy which can be found on our website [galway.ie](http://www.galway.ie/en/services/more/dataprotection/).

OR

You may contact Galway County Council 's Data Protection Officer at 091 509000 or [dpo@galwaycoco.ie](mailto:dpo@galwaycoco.ie)

**Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you received from Galway County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner’s website is <www.dataprotection.ie> or you can contact their Office at:

Lo Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commissioner

Canal House

Station Road

Portarlington,

Co. Laois

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