

How we use personal information in Sefton ARC

The categories of this information that we collect, process, hold and share include:

- CCTV surveillance images
- Personal information (such as name, address, date of birth)
- Characteristics (such as gender)

Why we collect and use this information

The personal information we collect will relate to:

- Customers
- Enquirers
- Complainants

We use this information to:

- Protect areas and premises used by staff and the public
- Deter and detect crime and anti-social behaviour
- Assist in the identification of offenders leading to their arrest and successful prosecution or other appropriate action
- Reduce violent or aggressive behaviour towards staff
- Reduce fear of crime, anti-social behaviour and aggression
- Protect property and assets owned by Sefton ARC and Sefton Council
- Assist in staff disciplinary, grievance, formal complaints and Health and Safety Investigations.

Other services within Locality Services – Provision have different powers and duties, or are governed under different legislation. These services are covered by privacy notices elsewhere.

The lawful basis on which we use this information

We collect and use this information under:

Public task: The processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

Legal: Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.

Storing this information

We hold personal data for a specified period based on our Guidelines for Retention and Disposal.

Who we share this information with

We do not share your personal data unless the law and our policies allow us to do so e.g. to prevent fraud

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information please contact

Data Protection Officer

0345 140 0845

ino.information@sefton.gov.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- lodge a complaint with the supervisory authority (the Information Commissioner's Office)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact:

Data Protection Officer

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