

# Privacy Notice: Durham County Council Neighbourhoods and Climate Change Highways Permit Team

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## 1. Who we are and what we do?

The Highways Permit Team is responsible for the management of the road and street works permit scheme which is designed to:

- reduce disruption on our roads
- improve management of our roads
- reduce delays to road and pathway users
- promote a safer environment
- reduce carbon emissions

For more information see the [Durham County Council website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller

## 2. What type of personal information do we collect and how do we collect it?

We collect the following types of personal information:

- Photographs of work sites in the context street works.
- Video, and audio commentary using body worn cameras.

We collect personal information as follows:

- Body worn cameras are attached to the uniforms of our Street Authority Permit Inspectors in a conspicuous manner. The text “Wireless CCTV Video Recording” is displayed on the device.
- Recordings are made only when a Street Authority Permit Inspector is inspecting a work site under the permit system or interacting with individuals working on the public highway, on behalf of a utility company, or Durham County Council, in the context of street works.

## 3. What is our lawful basis to obtain and use your personal information?

To enable us to provide services to you, it is necessary for us to use your personal information. To do so we will use the following legal basis for processing your information:

- Legal obligation: processing is necessary for compliance with a legal obligation to which the controller is subject
- Public Task: 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

The regulations and guidance we follow includes: The Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters HAUC (England) Edition 2020, The Traffic Management Act 2003 and the New Roads & Street Works Act 1991

#### **4. What is your personal information used for?**

The information collected is used:

- To investigate complaints from members of the public regarding ongoing street works
- As supporting evidence for section 74 overrun charges, defect inspections and fixed penalty notices as set out by the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters HAUC (England) Edition 2020.
- To issue any other enforcement action.
- To instigate court proceedings, if applicable.

The recordings will provide unquestionable video and audio evidence of interactions between Street Authority Permit Inspectors and individuals working on the public highway, on behalf of a utility company, or Durham County Council, in the context of street works, under a permit system controlled by the Highways Permit Team.

#### **5. Will your personal information be shared?**

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime or for legal proceedings.

#### **6. How do we keep your information secure?**

The security of your personal information is important to us. The records we keep about you are secure and are confidential within the Council. The Council have a range of procedures, policies and systems to ensure that access to your records are controlled appropriately.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

#### **7. How long will we keep your personal information?**

After we deliver a service to you, we must keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

Our [corporate retention guidelines](#) show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records.

The retention periods for this service are as follows.

- camera footage is destroyed after 28 days if it is not used. If it is used for prosecution and a custodial sentence is given it is kept for the duration of the sentence. If it is used for prosecution and a non-custodial sentence is given it is destroyed after 28 days.

## **8. Personal information processed outside of the United Kingdom (UK)**

We do not process your personal data outside of the UK

## **9. Marketing**

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your express consent.

## **10. What are your information rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

To exercise your rights, you can apply on line on the [DCC website](#) or you can contact the data protection team at [inforights@durham.gov.uk](mailto:inforights@durham.gov.uk)

To learn more about these rights please see the [ICO website](#).

## **11. Further Information**

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or write to:

DPO

Floor 4 Room 143-148,

Durham County Council

County Hall,

Durham County Council

DH1 5UF

If we have not been able to deal with your query, you can also contact:

Information Commissioner's Office

Wycliffe House

Water Lane Wilmslow

Cheshire

SK9 5AF

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