

This Privacy Notice has been written to inform the general public and the employees of NY Highways about what we do with your personal information in relation to Surveillance. This Notice may be subject to change.

Who are we?

NY Highways is a 'Data Controller' as defined by Article 4 (7) of UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

NY Highways has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the organisation is compliant with UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

Information.governance@veritau.co.uk
01904 552848



Please ensure you include "NY Highways" in all correspondence.

What information do we collect?

Our premises are monitored by CCTV, our vehicles are fitted with cameras and our officers may wear body cameras.

Video images may be captured of individuals and vehicles located in view of any NY Highways cameras fitted to our premises, vehicles or worn by one of our officers. Audio is also captured on the body-worn cameras.

The information collected could also be used to infer information about the driving behaviours of NY Highways employees and other individuals.

Why do we collect your personal data?

We process your information for the purposes outlined below.

The CCTV footage collected by cameras on our buildings is processed for the prevention and detection of crime.

"Dashcams" and 360 cameras in our larger vehicles are fitted to ensure:

- the security of NY Highways vehicles.
- the health and safety of NY Highways employees.

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- to defend negligent and/or fraudulent third party claims and any possible prosecution brought about due to presumed contributory negligence.
- recovery from third parties against potential financial losses.

Our officers may wear body cameras to ensure:

- the health and safety of NY Highways employees.
- to defend negligent and/or fraudulent third party claims and any possible prosecution brought about due to presumed contributory negligence.
- to assist with providing corroborating evidence in the event of either an impact triggered event and or a user defined / triggered recording.
- recovery from third parties against potential financial losses.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. Our legal bases for this processing is:

Article 6(1)(b) – Contract (for employees only, where the data is collected by dashcams or 360 cameras).

Article 6(1)(f) - Legitimate Interests (for members of the public wherever surveillance data is collected by NY Highways; and for employees where the data is collected by our premises CCTV).

To rely on the Legitimate Interests lawful basis, it is essential that we balance our organisation's interests against the rights and freedoms of individuals. Therefore, we only rely on Legitimate Interests when we are using your data in ways you would reasonably expect.

For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- Condition 10. Preventing or detecting unlawful acts
- Condition 33. Legal Claims

Who has access to your personal data?

Your information will only be made available to NY Highways employees or our contracted data processors where there is a need to investigate the recording. Only employees authorised by management may have access to this footage.

Who do we share your personal data with?

We will only share CCTV footage with other agencies where there is a lawful reason to do so - for example to share with the police for the purposes of crime prevention.

We may share your personal data with service providers who provide IT and system administration services, or who store data on our behalf. We ensure that data processing contracts are in place with any service providers ensuring compliance with the relevant data protection legislation.

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How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

Type of Data	Retention Period
Premises CCTV	3 months
Dashcams	40hrs of footage held before footage is copied over.
360 vehicle cameras	1-month continuous use before footage is copied over.
Body cameras	5hrs of footage held before footage is copied over.

Where footage of an incident is captured on CCTV the footage would be retained for as long as necessary to fulfil its purpose. This is usually 3 years from the qualifying period (such as a court judgement or claim agreement) or 3 years from time of the incident if no claim is sought. If the incident involved a child, then the information would usually be retained until three years after their 18th birthday.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation;
- to request access to your personal data that we hold, and be provided with a copy of it;
- to request that your personal data is amended if inaccurate or incomplete;
- to request that your personal data is erased where there is no compelling reason for its continued processing;
- to request that the processing of your personal data is restricted;
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 or via their [live chat](#). Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form on [Contact us | ICO](#).

We reserve the right to change this Privacy Notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This Privacy Notice was last reviewed 18th July 2024

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