

Close Circuit Television (CCTV), Automated Number Plate Recognition (ANPR) and Body Worn Video– Privacy Notice

The City of London Corporation is committed to protecting and respecting your privacy when you are captured on CCTV, ANPR and Body Worn Video devices. The City of London Corporation uses CCTV, ANPR and Body Worn Video systems to monitor and record images for the purposes of public safety, the prevention/detection of crime, addressing anti-social behavior, noise and fly tipping and environmental issues within the City of London.

This Privacy Notice explains how we use personal data about you and how we protect your privacy. If you have any concerns or questions about how we look after your personal data, please contact the City of London’s Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at:

information.officer@cityoflondon.gov.uk

Please note - this Privacy Notice was updated on 23 April 2025

Departments this notice applies to: All City of London premises

1. Your personal data.

Personal data is anything that directly or indirectly identifies and relates to a living person, such as a name, address, telephone number, date of birth, your gender, age, how the application was made etc.

All personal data collected will be evaluated periodically and only kept as long as necessary in accordance with our internal retention periods. However, should we need to process this personal data for in line with legal requirements the personal data will be kept in line with those requirements.

In respect of any CCTV footage that captures you, we note that the following personal data may be processed:

- Image – audio/ visual recording.
- Date and time of the recording.
- Location data where applicable.
- Vehicle license plate – specific to ANPR Cameras

2. Why do we need your personal data.

We will collect and process the above data about you for the purposes of:

- To ensure public safety and the security of individuals in our public spaces.
- For the purposes of ensuring the security of our buildings and properties.

- For the prevention/detection of crimes or potential crimes including anti-social behaviour
- For the purposes of responding to an emergency where appropriate.
- For the purposes of investigation in respect of complaints. For example, noise and Fly-tipping concerns.
- For the purpose of parking enforcement.

3. How the law allows us to use your personal data.

There are several legal reasons why we will need to collect and use your personal data in different circumstances.

Generally, we collect and use this personal data where:

- We have a legal obligation which requires the use of CCTV footage (Please note that this is not an exhaustive list).
 - The Protection of Freedoms Act 2012
 - The Regulation of Investigatory Powers Act 2000 (RIPA)
 - The Criminal Justice and Public Order Act 1994
 - The Crime and Disorder Act 1998
 - The Police and Criminal Evidence Act 1984 (PACE) codes of practice
 - The Localism Act 2011
 - Anti-Social behaviour, Crime and Policing Act 2014
 - Environmental Protection Act 1990
- It is necessary for the purposes of legitimate interests pursued by the data's controller.

4. Your rights regarding your personal data.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your personal data to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at information.officer@cityoflondon.gov.uk

Our Sites may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites and any services that may be accessible through them have their own privacy policies and that we do not accept any responsibility or liability for these policies or for any personal data that may be collected through these websites or services, such as

contact and location data. Please check these policies before you submit any personal data to these websites or use these services.

You can ask us to:

- provide you with a copy of the personal data that we hold about you;
- delete personal data about you if you think we no longer should be using it, in certain circumstances;
- stop using your personal data if you think it is wrong, until it is corrected;
- transfer your personal data to another provider in a commonly used format;

5. Who do we share your personal data with.

In some circumstances, we use other organisations to either store personal data or use it to help deliver our events to you. Where we have these arrangements, there is always an agreement in place to make sure that the organisation complies with data protection law.

We note that images and recordings may be shared with third parties, for example, sometimes we have a legal duty to provide personal data to other organisations.

We may also share your personal data when we consider/believe that there is a good reason to do so, which is more important than protecting your privacy. This doesn't happen often, but in these circumstances, we may share your data:

- to find and stop crime and fraud; or
- if there are serious risks to the public, our staff or to other professionals;
- to protect a child; or to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

For all these reasons, the risk must be serious before we can override your right to privacy.

If we are worried about your physical safety or feel we need to take action to protect you from being harmed in other ways, we will discuss this with you and, if possible, get your permission to tell others about your situation before doing so.

We may still share your personal data if we believe the risk to others is serious enough to do so.

If this is the case, we will make sure that we record what personal data we share and our reasons for doing so. We will let you know what we have done and why, if we think it is safe to do so.

6. How do we protect your personal data.

We have a legal duty to make sure we hold your personal data (on paper and electronically) in a secure way, and to only make it available to those who have a right to see them. Examples of our security include:

- Encryption, meaning that personal data is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal data from getting access to it
- Restricting the amount of personal data which is used in regard to the activity.
- Requiring that only authorised personnel are able to access the footage
- Training for our staff allows us to make them aware of how to handle personal data, and how and when to report when something goes wrong.

You can find more details of our Information Security expectations in our IT Security Policy.

7. Where do we store your personal data.

The majority of personal data is stored on systems in the UK or EU. However, there are some occasions where your personal data may leave the UK/EU either to get to another organisation, or where it is stored in a system outside of the EU.

We have additional protections on your personal data if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

8. How long do we keep your personal data.

We will only hold your personal data for as long as it is necessary to fulfil our legal duties or business purposes.

Where you're a CCTV or Body Worn Video recording is being processed, typically this is held for a period of 30 days before being overwritten.

However, if the CCTV is requested and downloaded for use in an investigation, then the data is held for the length of that investigation and deleted as soon as it is no longer needed.

9. Related documents

- [CCTV Policy – Department of Community and Children's Services- Housing Service](#)