

Privacy Notice for Community Safety including CCTV and environmental crime

We are [committed to tackling and reducing crime, anti-social behaviour and the fear of crime](#) and to provide a safer environment for those people who live and work in the borough of Dartford and for visitors travelling through our borough.

We have installed [CCTV \(closed circuit television\) cameras](#) in various locations across our borough.

Processing activity - in order to undertake our community safety functions, it is necessary for us to collect and hold personal information. In general terms, we process personal information relating to:

- the investigation and detection of crime and disorder
- the detection and prevention of terrorism
- the instigation of legal proceedings
- safeguarding
- general correspondence between you and us on matters related to our community safety functions

Information requirements - our processing activities may include:

- name, address, email, telephone number
- aliases
- date of birth
- CCTV images of individuals
- vehicle registration numbers
- referrals from partner agencies
- profiles provided by Police intelligence analysts
- details of crime incidents
- anti-social behaviour incidents
- information regarding neighbour disputes and community conflicts
- anti-social behaviour diaries
- statistics regarding unlawful encampments such as location, how many caravans, how many vehicles, date arrived, how many days stayed, powers used to remove and family name.
- nomination forms relating to individuals at risk of radicalisation
- specific locations relating to activities of individuals
- Police intelligence or data relating to specific individuals, or groups of people
- case notes from health services
- case notes from public and government agencies
- personal data captured in minutes from meetings

Lawful bases – our lawful bases for processing your personal information are:

- our legal obligation(s) under the:
 - Control of Pollution Act 1974 (environmental crime)
 - Refuse Disposal (Amenity) Act 1978 (environmental crime)
 - Criminal Procedure and Investigations Act 1996 (prosecutions)
 - Children Act 1989 (safeguarding children & young persons)
 - Environmental Protection Act 1990 (environmental crime)
 - Town and Country Planning Act 1990 (environmental crime)
 - Crime and Disorder Act 1998 (duty to consider crime & disorder)
 - Regulation of Investigatory Powers Act 2000
 - Anti-Social Behaviour Act 2003 (tackle anti-social behaviour in local communities)
 - Children Act 2004 (safeguarding children and young persons)
 - Clean Neighbourhoods and Environment Act 2005 (environmental crime)
 - Mental Capacity Act 2005 and associated Code of Practice 2007 (safeguarding)
 - Protection of Freedoms Act 2012 & Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specification of Relevant Authorities) Order 2013 &

Surveillance Camera Code of Practice Section 29 Protection of Freedoms Act 2012

- Anti-Social Behaviour Crime and Policing Act 2014 (anti-social behaviour)
 - Care Act 2014 (safeguarding adults at risk)
 - Counter-Terrorism and Security Act 2015
 - Modern Slavery Act 2015 (trafficking & slavery offences)
 - Serious Crime Act 2015 (fraud)
- in the public interest or in the exercise of official authority vested in us (in accordance with the legislation referred to above)

Reasons for processing - some of the information that is collected and shared is classified as

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Data Processor – our litter enforcement is provided by Kingdom Security Ltd. This company is a data processor for us and only processes personal information in line with our instructions.

Data sharing - to aid with the detection and prevention of criminal acts, we may collect from and share your information with:

- council department(s)
- councillor(s)
- local authorities
- courts/tribunals
- Member of Parliament
- Kent Police
- Kent Fire & Rescue Service
- Kent County Council
- Project Dovetail (Prevent)
- Metropolitan Police
- London Transport Police
- Retail Security Group D-TAC
- National Probation Service
- Crown Prosecution Service
- Border Force
- HM Revenue & Customs
- Trading Standards
- NHS
- Registered Social Landlords
- School Academies

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide information to individuals about the sharing.

Further processing of your personal information (referred to as secondary use of personal information) is only permitted as long as the new processing activity is not incompatible with the original purpose. Before processing personal information for a secondary use, we assess whether the sharing is within the original lawful basis for processing (see above) and ensure that the information is only used in a way that is ethical and in the public interest.

Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention period - we keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with the retention period(s) referred to in the Information GDPR Privacy Notice for Community Safety including CCTV & Environmental Crime

Asset Register (Enforcement & Regulatory Services) unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

Right to object – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Please refer to our Corporate Privacy Notice at www.dartford.gov.uk for further details of how we process your personal information and for details on your additional rights.

ENFORCEMENT & REGULATORY SERVICES- INFORMATION ASSET REGISTER 2018

Strategic Asset Owner – Enforcement and Regulatory Services Manager

Strategic Directorate	Information Asset Owner	Record/Information Description	DPIAs ¹	Retention Period	Statutory or Common Practice	Action taken at end of retention period – e.g. disposal/archive	Personal Data	Lawful basis for processing personal data	Sensitive data	Lawful basis for processing sensitive data	Held Paper copy and/or on electronic systems (including mobile devices)	Children (under 13) – parental consent normally required
External Services	Enforcement & Regulatory Services Manager	Emergency Planning procedure/guidance	N/A	Supersedes previous version	Common Practice	Secure disposal	Yes- - (identifiable natural persons only) - name, address, contact details	Legal obligation - Civil Contingencies Act 2004	No	N/A	Paper copy & electronically	N/A
External Services	Community Safety Manager	Emergency Planning Response –collection of personal data for emergency planners and responders	N/A	Duration of the emergency recovery period (no longer than 3 years)	Common Practice	Secure disposal	Yes- - (identifiable natural persons only) - name, address, contact details	Public interest task - Civil Contingencies Act 2004	Yes – health data	Substantial public interest/Vital interests - Civil Contingencies Act 2004	Electronically	N/A
External Services	Community Safety Manager	CCTV & Body Camera Footages	Yes	31 days if not required for evidential purposes	Common Practice	Automated overwrite/secure disposal of physical copies	Yes (identifiable natural persons only) – images, number plates	Public interest task - Protection of Freedoms Act 2012/ Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specification of Relevant Authorities) Order 2013/1961 Surveillance Camera Code of Practice Section 29 Protection of Freedoms Act 2012	No	N/A	Electronically	N/A

¹ When building new IT systems for storing or accessing personal data, developing legislation, policy or strategies that have privacy implications, embarking on a data sharing initiative; or using data for new purposes, evaluation or scoring, including profiling, automated decision-making, systematic monitoring of individuals, processing sensitive data, processing data on a large scale, matching or combining datasets, processing data concerning vulnerable data subjects, innovative use or application of technological or organisational solutions, data transfer across borders outside the EU, when the processing in itself “prevents data subjects from exercising a right or using a service or a contract

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External Services	Community Safety Manager	CCTV Activity Log	Yes	2 years (as may be required for Police evidence).	Common Practice	Deleted automatically via IT solution after 2 years	Yes (identifiable natural persons only) – images, number plates	Public interest task - Protection of Freedoms Act 2012/ Protection of Freedoms Act 2012 (Code of Practice for Surveillance Camera Systems and Specification of Relevant Authorities) Order 2013/1961 Surveillance Camera Code of Practice Section 29 Protection of Freedoms Act 2012	No	N/A	Electronically	N/A
External Services	Enforcement & Regulatory Services Manager	Local Government & Social Care Ombudsman – case file material - complaints received and outcomes	N/A	1 year from date of case closure unless exceptional circumstances require longer retention e.g. pending court case	Common Practice	Secure Disposal	Yes - (identifiable natural persons only) - name , address, contact details	Public interest task – Local Government Act 1974	Yes- health data, offences (including alleged offences) etc.	Substantial public interest – Section 26(5) Local Government Act 1974	Electronically	N/A
External Services	Enforcement & Regulatory Services Manager	RIPA - authorisations database	N/A	6 years from date of entry	Common Practice	Secure Disposal	Yes - (identifiable natural persons only) - name , address, contact details	Public interest task – Regulation of Investigatory Powers Act 2000	Yes- offences (including alleged offences) etc.	Substantial public interest – Regulation of Investigatory Powers Act 2000	Electronically	N/A

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External Services	Community Safety Manager	Community Safety - case file material, community protection notices, reports, decisions etc.	N/A	2 years from date of case closure unless exceptional circumstances require longer retention e.g. pending court case or an appeal	Common Practice	Secure disposal of physical evidence/wiping of electronically held data	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Crime and Disorder Act 1998	Yes – racial or ethnic origin, state of health, offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Crime and Disorder Act 1998 Crime and Policing Act 2014	Paper copy & electronically	N/A
External Services	Community Safety Manager	Public Spaces Protection Order offences- Case file material	N/A	2 years from date of case closure unless exceptional circumstances require longer retention e.g. pending court case or an appeal	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014/2591	Yes – racial or ethnic origin, state of health, offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014/2591-	Paper copy & Electronically	N/A
External Services	Licensing Manager	Charity Street Collections _ licence applications and all administration relating to the grant/refusal/renewal	N/A	Life of licence + 1 year	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Section 5 of the Police, factories, etc. (Miscellaneous Provisions Act 1916)	No	N/A	Electronically	N/A

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External Services	Licensing Manager	Licensing (Hackney Carriage & Private Hire) – case file material including applications, conditions, licences, notices, reviews, appeal decisions, prosecutions etc.	N/A	Destroy 2 years after file closure	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details, immigration status	Public interest task - Town and Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976	Yes –, state of health, offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest Town and Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976-	Electronically	N/A
External Services	Licensing Manager	Licensing (Hackney Carriage & Private Hire) – automated decision making – driver knowledge and English tests	N/A	Life of licence + 1 year	Common Practice	Secure disposal	Yes – test results	Public interest task - Town and Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976	No	N/A	Paper copy & Electronically	N/A
External Services	Licensing Manager	Licensing Act 2003 (Alcohol) (Late night refreshment) & (Regulated Entertainment) – case file material – personal licences, premises licences, club premises certificates and temporary event notice including applications, conditions, notices, reviews, appeal decision, prosecutions etc. -	N/A	Life of licence + 1 year	Statutory	Secure Disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task Licensing Act 2003 - Licensing Act 2003 (Late Night Refreshment) Regulations 2015/1781	Yes - offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Licensing Act 2003 Licensing Act 2003 (Late Night Refreshment) Regulations 2015/1781	Paper copy & Electronically	N/A

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External Services	Licensing Manager	Gambling Act 2005 - case file material - premises licences, machine permits and certificates and temporary use notice including applications, conditions, notices, reviews, appeal decision, prosecutions etc. -	N/A	Life of licence + 1 year	Statutory	Secure Disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Gambling Act 2005	Yes – offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Gambling Act 2005	Paper copy & Electronically	N/A
External Services	Licensing Manager	Scrap Metal Dealers Act 2013 - licences applications received and all administration relating to the grant/refusal /renewal	N/A	Life of licence + 1 year	Statutory	Secure Disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Scrap Metal Dealers Act 2013	Yes – offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Scrap Metal Dealers Act 2013	Paper copy	N/A
External Services	Licensing Manager	Licensing Fees – schedule of	N/A	Supersedes preceding version	Common Practice	Archive	No	N/A	No	N/A	Paper copy & Electronically	N/A
External Services	Licensing Manager	Statements' of Licensing Policy	N/A	Supersedes preceding version	Common Practice	Archive	No	N/A	No	N/A	Paper copy & Electronically	N/A
External Services	Community Safety Manager	Dartford Town Against Crime (DTAC) Scheme - index of known offenders for business related crime i.e. shop theft	Yes	3 years	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Crime and Disorder Act 1998 Crime and Policing Act 2014	Yes - offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Crime and Disorder Act 1998 Crime and Policing Act 2014	Electronically	N/A

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External Services	Enforcement Manager	Litter Enforcement – case file material – instructions, court orders etc.	N/A	2 years from date of case closure unless exceptional circumstances require longer retention e.g. pending court case or an appeal	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task - Environmental Protection Act 1990	Yes – racial or ethnic origin, state of health, offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Environmental Protection Act 1990	Held by Kingdom Litter Enforcement Contractors, within their web TM access system	N/A
External Services	Enforcement Manager	Environmental Crime Enforcement - case file material – instructions, court orders etc.	N/A	2 years from date of case closure unless exceptional circumstances require longer retention e.g. pending court case or an appeal	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details	Public interest task – Anti-Social Behaviour Act 2003 Anti-Social Behaviour Crime and Policing Act 2014 Clean Neighbourhoods and Environment Act 2005 Environmental Protection Act 1990 Control of Pollution Act 1974 Refuse Disposal (Amenity) Act 1978 Town and Country Planning Act 1990	Yes – racial or ethnic origin, state of health, offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest	Paper copy &/or electronically in Idox	N/A

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External Services	Enforcement Manager	Car Parking Enforcement – case file material – instructions, court orders, Penalty Charge Notices etc. PCN Schedule	N/A	2 years from date of case closure unless exceptional circumstances require longer retention e.g. pending court case or an appeal	Common Practice	Secure disposal	Yes (identifiable natural persons only) - name, address, contact details, vehicle registration number, vehicle ownership checks (through the DVLA), vehicle make and model, location of vehicles, images from body worn cameras	Public interest task - Traffic Management Act 2004 Civil Enforcement of Parking Contraventions (England) General Regulations 2007	Yes – racial or ethnic origin, state of health, offences (including alleged offences) criminal proceedings outcomes and sentences (as applicable)	Substantial public interest - Management Act 2004 Civil Enforcement of Parking Contraventions (England) General Regulations 2007	Paper copy &/or electronically in Idox and Parking Gateway (the IT platform for PC Notice Processing) (PCN number only – no car registration number or other personal details) Parkmobile (cashless parking)	N/A
External Services	Enforcement Manager	Resident permits, Business permits, dispensations, resident exceptions, season permits. Car Parking Visitors Scratch Cards	N/A	All these permits and associated details will be retained for 7 years for financial purposes, however, personal details will be deleted after 2 years Visitor scratch cards will be kept for 7 years. The data held by customer services regarding a scratch card request is held in the CRM for 13 months	Common Practice	Secure disposal	Yes - (identifiable natural persons only) - name, address, contact details	N/A	No	N/A	Paper copies are scanned electronically in Idox and Parking Gateway (the IT platform for PC Notice Processing) (PCN number only – no car registration number or other personal details) N/A for Parking Services. Finance and Customer Services keep their information	N/A

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External Services	Enforcement & Regulatory Services Manager	Performance Indicators	N/A	If a performance indicator is no longer required, deactivate and archive the indicator and delete from Pentana after 1 year	Common Practice	Disposal	No	N/A	No	N/A	Electronic on Pentana	N/A
External Services	Enforcement & Regulatory Services Manager	Correspondence (general) – emails, letters, memos etc.	N/A	1 year unless considered important for future reference	Common Practice	Secure disposal	Yes - (identifiable natural persons only) - name, address, contact details	Public interest task –in accordance with the legislation referred to in this IAR (as applicable)	No	N/A	Paper copy &/or electronic	N/A
External Services	Community Safety Manager	CSU Daily Tasking – notes of meeting MARAC – Multi agency risk assessment conference	N/A	Reviewed and then destroyed	Common Practice	Secure Disposal	Yes -(identifiable natural persons only) – name, address, contact details	Public interest task - Anti-Social Behaviour Act 2003 Anti-Social Behaviour Crime and Policing Act 2014	Yes- alleged offences, criminal proceedings outcomes and sentences (as applicable)	Substantial public Interest Anti-Social Behaviour Act 2003 Anti-Social Behaviour Crime and Policing Act 2014	Electronic (email)	N/A

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External Services	Enforcement Manager (Planning Enforcement)	High Hedges – case file material – correspondence, notices etc.	N/A	3 years	Common Practice	Secure disposal	Yes - (identifiable natural persons only) - name, address, contact details	Public interest task - Anti-Social Behaviour Act 2003	No	N/A	Paper copy &/or electronic	N/A
External Services	Enforcement & Regulatory Services Manager	Events' Notifications- management of crowd safely at events such as festivals and concerts	N/A	1 year from date of event	Common Practice	Disposal	Yes - (identifiable natural persons only) – name, address, contact details	Public interest task – Localism Act 2011 –section 1 Health & Safety Executive Guidance on running events safely Code of Practice on Environmental Noise Control at Concerts 1995 and legislation applying to permits, licences etc.	No	N/A	Electronic	N/A

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External Services	Community Safety Manager	Safeguarding Referrals (children & adults at risk)	Yes	Delete immediately following receipt by KCC	Common Practice	Secure Disposal	Yes – (identifiable natural persons only) - name , address, contact details	Public interest task/legal obligation – Children Act 2004/Care Act 2014 Statutory Guidance - Working Together to Safeguard Children Care & Support Statutory Guidance	Yes – health data, offences (including alleged offences)	Substantial public interest task/legal obligation – Children Act 2004/Care Act 2014 - Working Together to Safeguard Children Care & Support Statutory Guidance	Paper copy &/or electronic	Yes

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TECHNICAL & ORGANISATIONAL SECURITY MEASURES

Strategic Directorate	Information Asset Owner	IT Systems	Security Measures
Internal Services	I.C.T. Manager	Idox/UNIFORM and department computers and laptops/on-line/telephone payment systems – maintenance and administration	Password administration, data encryption, implementation of PSN based email services, IT services contingency planning, firewall barriers to hackers, virus protection software, full back-up, rescue disks, security audits, regular testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing, corporate guidance on organisational/security measure, DPIAs, DPA contract provisions
Internal Services	Policy & Corporate Support Manager	Pentana – maintenance & administration	BS ISO/IEC 27001:2013 compliant
External Services	Enforcement & Regulatory Services Manager	Idox/UNIFORM/ Pentana and computers and laptops/Internet/ Intranet – input of data – the enforcement & regulatory function	Use of passwords
Internal Services	Customer Services Manager	On-line payments (hosted by Capita)	PCIDSS compliant
External Services	Enforcement & Regulatory Services Manager	Disaster recovery	See Business Continuity Plan
External Services	Community Safety manager	CCTV - maintenance & administration	A key part of the Council's security setup

AUTOMATED DECISION MAKING

Strategic Directorate	Information Asset Owner	DPIA	Record/Information/ description	DPA requirements
External Services	Licensing Manager	Yes	Taxi/private hire drivers' English tests (Varsent)	The legitimate interests of the individual are safeguarded by allowing the individual to appeal the decision

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CONSENT, OUTSIDE EEA TRANSFERS, DATA PROCESSOR, MARKETING AND RISKS

Categories of data subject	Recipients of personal/sensitive data (as applicable)	If lawful basis for processing is CONSENT -is procedure in place for explicit consent and withdrawal of consent	Outside EEA Transfers if yes – have you checked contractual requirements?	Data Processor (i.e. processing undertaken by a third party under contract) & ISAs	Data Processor Contract Checked - to be varied to incorporate 2018 DPA requirements?	Marketing	Profiling	Risk category (to be mapped in accordance with the Council's corporate/strategic risk impact table) Operational Risk Register updated YES/NO
Identifiable natural persons such as applicants, complainants, service users etc.	1.Council department(s) 2.Ombudsman 3.Courts 4.Cabinet Office- National Fraud Initiative 5.Police 6.HMRC 7.Trading Standards 8.Kent & Fire Rescue 9.NHS 10.Local authorities 11.Bailiffs	N/A	N/A	Pentana – Cloud based – retention only Secure Waste Disposal - no processing - Sharing of information under the Civil Contingencies Act 2004 & under the Kent & Medway Information Sharing Agreement (K&MISA) Dartford CCTV Code of Practice, including RIPA Protocol Kingdom Security Ltd (Fixed Penalty Notices - littering& dog control Stanford & Green Ltd (Bailiffs) –parking contravention enforcement Newlyn PLC (Debt Recovery)) Park- Mobile UK Ltd (cashless parking)	Pentana - BS ISO/IEC 27001:2013 compliant Secure Waste Disposal – confidentiality clause in contract K&MISA- - compliant Dartford CCTV Code of Practice - compliant Kingdom Security Ltd - compliant Stanford & Green Ltd (Bailiffs) – compliant Newlyn PLC - compliant Park-Mobile UK Ltd compliant	N/A	N/A	Enforcement, Parking Services ,Licensing & Community Safety – Medium – risk score - 4 Town Centre Management – Low - risk score - 2