

Kings Heath BID ShopWatch scheme

RULES AND PROTOCOLS

This document, the 'Rules & Protocols of Kings Heath BID ShopWatch scheme (the 'Scheme') describes the obligations of Members of the Scheme.

Before becoming a Member of the Scheme, and before accessing any Scheme data, all prospective Members must certify that they have read, understood, and agreed to abide by this document. Access to the Scheme's data will not be given to any Member who does not first certify that they have read, understood, and agreed to abide by this document.

This document is always available to view or download from the Scheme's Members-only Website/App.

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Name, address and contact information of the Scheme:

Kings Heath BID office, 1a Station Road, Kings Heath, Birmingham B14 7SR
0121 444 5166
martin@enjoykingsheath.com

The Scheme's Members-only Website and App (the Scheme's Website/App):

The Scheme's Website web-address or URL is: https://www.disc-net.org/kings_heath

The Scheme's App (littoratis disc) can be downloaded from the AppStore and Google Playstore etc, but can only be activated by Scheme Members.

Scheme Area

The Scheme Area is the geographical area of the Kings Heath Business Improvement District.

However, the scheme may be extended to shops outside the area who are close to Kings Heath BID

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area and have a high volume of shoplifters. The reasoning for including, is so as to share data on shoplifters who will be coming into the Kings Heath BID area.

Members obligations under current Data Protection law

The Scheme captures, processes and shares amongst its Members 'Personal Data' relating to persons reported to the Scheme. Use of this data is carefully regulated by current Data Protection law. To ensure compliance with the law, Members are obliged:

1. to keep all information received through the Scheme confidential and, save as otherwise permitted, not to disclose it to any third party, either directly or indirectly, unless required to do so by law or by the order or ruling of a Court or Tribunal or regulatory body;
2. not to print any Personal Data from the Scheme's website/App;
3. not to copy any Personal Data from the Scheme's website/App into any other system;
4. to submit Incident Reports on persons by using the secure online facilities available through the Scheme's Website/App;
5. to ensure that information on the Scheme's Website/App is only accessed by or disclosed to other Members of the Scheme;
6. to ensure that appropriate security measures are employed to prevent unauthorised access to, or alteration, disclosure or destruction of Personal Data provided through the Scheme Website/App;
7. to allow the Scheme to audit each Member's compliance with the above obligations;
8. to ensure that, where relevant, the Member's employer organisation is compliant with current Data Protection law including registration with the Information Commissioner's Office and designation of an internal Data Controller.

Members' participation in the Scheme's Website/App

When a Member observes a person in a criminal or anti-social act, or acting in a suspicious manner, the Member is encouraged to submit an Incident Report through the Scheme Website/App about the event as follows:

1. where the person is displayed on the Scheme Website/App, to make Incident Reports from the appropriate person's Incident Report form displayed on the person's webpage or App screen;
2. where the person is not displayed on the Scheme Website/App, to use the appropriate Incident Report form on the Scheme Website/App and to provide the name and as much personal information about the person as required and to indicate on the Incident Report if the person is known to the Member.

Irrevocable Deletion of Personal Data

All Personal Data pertaining to any person will be entirely erased from the Scheme's database 12 months after the last incident reported relating to the said person.

Relevant anonymized (previously Personal) Data will be retained only for historical statistical analysis.

Sharing Personal Data

The Scheme may share Personal Data of a person only:

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1. where the receiving Scheme complies with Good Practice to a level comparable with that defined in this document;
2. where the receiving Scheme shares the same or similar Common Purpose as the Scheme;
3. where Personal Data to be shared is not subject to restrictions of use which preclude such sharing;
4. where the receiving Scheme notes and retains a rationale justifying the acquisition of the Personal Data (for example, that the person is likely to travel to the receiving Scheme area).

Subject to agreement of the Board of Management of the Scheme, the Scheme may share Personal Data stored in its database with suitably authorised third-party organisations such as police, other Scheme Administrators etc.

Ownership and rights of use of images

When a Member submits an image of a person to the Scheme either through the Website/App or through any other method, the Member grants the Scheme full use of the image in accordance with this document, confirms that the image has been obtained in compliance with current Data Protection law and the CCTV Code of Practice, and asserts his/her ownership of the image, and right to grant usage of it by the Scheme.

In the case of unidentified images of persons, the submitting Member grants the Scheme unlimited rights to share the image with other Schemes and authorised third parties for identifying the person displayed.

Data Subject Access Requests

Persons may request access to all and any of their person data processed by the Scheme by means of a Subject Access Request and require correction of any data that the persons can show to be incorrect; information on how to submit Subject Access Requests is included in the Scheme's Privacy Notice which is supplied to all persons where possible or, only where not possible, made as widely accessible and available as possible to them.

Other obligations

In addition to the above obligations, Members are obliged to:

1. maintain their contact information on the Scheme Website/App and ensure that it is correct;
2. refer any formal complaint by a person displayed on the Website/App regarding any element in the Website/App or administrative processes or procedures to the Scheme Administrator via the Website/App;
3. be aware that all data accessible on the Scheme Website/App is the property of the Scheme except where otherwise stated.