

CCTV Data Protection Policy (DP-Pol-177)

Document Title	CCTV Data Protection Policy
Document Number	DP-Pol-177
Version	2.0
Department	Executive Office
Owner/Responsible for Implementation	Manager, Compliance and Corporate Risk
Approving Body	Senior Management Team
Effective date:	30/09/2022
Next Review date:	01/09/2025
Related Documents	<p>DP-Pol-090 – Data Protection Policy</p> <p>DP-Pol-178 – Staff Privacy Statement</p> <p>DP-Pol-181 – Workplace Monitoring Policy</p> <p>DP-Pol-089 – Records Management Policy</p> <p>ISMS-Pol-101 – Information Security Policy</p> <p>DP-Pol-133 – Data Breach Management Policy and Procedure</p> <p>DP-SOP-081 – Subject Access Procedure</p>

1. Introduction

The purpose of this policy is to explain RCPIs use of Closed-Circuit Television, otherwise known as Video Surveillance or CCTV. It sets-out RCPIs consideration of its responsibilities and obligations, in accordance with the GDPR, regarding the rights and freedoms of the individual where CCTV is deemed an appropriate security measure. It also helps to ensure that the use of CCTV is proportionate to the requirement and minimally intrusive into the privacy rights of individuals.

2. Scope

This policy covers the use of CCTV in RCPI premises a 19 Frederick St South and No 6 Kildare Street.

It takes account of all data subjects who may be recorded by CCTV including staff, Trainees, Members and Fellow of RCPI as well as the general public.

3. Responsibilities

It is the responsibility of the DPO to ensure that this document is periodically reviewed, updated appropriately and made available for all data subjects who may be affected by the use of CCTV.

It is the responsibility of the Facilities Manager to implement this policy.

4. Policy Statement

4.1 Purposes of CCTV

4.1.1 RCPI uses CCTV in order to:

- enhance the security of RCPIs premises, facilities and equipment
- enhance the security of RCPIs irreplaceable museum collections and archives
- assist in the prevention and detection of crime and the prosecution of offenders
- assist in the resolution of incidents involving workplace hazards
- assist in the management of claims against RCPI

4.1.2 RCPI does not use CCTV to monitor staff or other individuals to gather evidence to invoke a procedure.

4.2 Lawful basis for the use of CCTV

4.2.1 Taking account of the purposes for which RCPI uses CCTV, the lawful basis for the use of the CCTV is, in accordance with the GDPR, 'legitimate interest'. The use of CCTV in RCPI is supported by a 'Legitimate Interest Assessment' which verifies that:

- RCPIs purpose in using CCTV is legitimate
- CCTV is necessary for achieving the purpose
- RCPIs use of CCTV does not override the rights and freedoms of the data subjects

4.3 Ownership, Installation and Maintenance of the CCTV System

4.3.1 RCPI owns the CCTV system and the cameras of which there are 5 in 19 Frederick St South and 30 in No. 6 Kildare Street.

4.3.2 RCPI is the data controller for the system and does not employ data processors for the management of the data.

4.3.3 The CCTV system is maintained by McElwaine Security. Maintenance entails the annual cleaning and performance checks of the cameras.

4.4 Storage and Retention of CCTV Images

4.4.1 The CCTV images are stored on a Digital Video Recorder (DVR) which is stored in a secure access room in RCPI. The images are stored directly on the hard drive of the system, they are not copied or stored anywhere else.

4.4.2 The DVR system automatically deletes the oldest images from the system when the storage is full. This means that the system retains images for approximately 30 days, after which they are erased by the system.

4.5 Procedure for Handling Requests

4.5.1 *Data Subject Access Requests*

- Individuals can request access to images of themselves as recorded by the CCTV using the contact details below.
- Individuals cannot request access to images of others.
- The CCTV system will not be used for finding lost property

RCPI

19 Frederick Street South

Dublin 2

D02 X266

dataprotectionofficer@rcpi.ie

4.5.2 *Access Requests by An Garda Siochana*

- Access requests by An Garda Siochana must be received in writing and logged in RCPI.
- Where the request is urgent, the Gardaí will be allowed to view the CCTV footage but a written request must be received before a copy of the CCTV footage will be provided.

4.5.3 *Access Requests by other Third Parties*

- Access may be provided to legal or insurance representatives of data subject (with the written consent of the data subject)
- Access may be provided to RCPIs own legal or insurance representatives
- Requests for access by other third parties will be subject to a Risk Assessment / Privacy Impact Assessment

5 Definitions

- CCTV:** CCTV stands for closed-circuit television and is commonly known as video surveillance. “Closed-circuit” means broadcasts are usually transmitted to a limited number of closed monitors within the control of the organisation.
- Personal data:** Any information relating to an identified or identifiable person who can be identified, directly or indirectly, by reference to an identifier such as name, image, identification number, location data or online identifier.
- Data processing:** Any operation or set of operations which is performed on personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- Data controller:** An entity which determines the purposes and means of the processing of personal data e.g. RCPI is a data controller in relation to personal data relating to its staff, learners, trainers, members and fellows.
- Data processor:** An entity which processes personal data on behalf of the controller.

6 References

Guidance on the Use of CCTV for Data Controllers

[Guidance on the Use of CCTV - For Data Controllers | Data Protection Commissioner](#)

General Data Protection Regulation

<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

Data Protection Act 2018

<https://data.oireachtas.ie/ie/oireachtas/act/2018/7/eng/enacted/a0718.pdf>

Data Protection Commissioners Website

<https://dataprotection.ie/docs/Home/4.htm>

Data Protection Resources

<http://gdprandyou.ie/resources/>