

	<h1>CCTV Policy</h1>	CPS 012	Issue No: 01
		Issue Date 09/03/2021	Page 1 of 3

1. Purpose of the Policy

The purpose of this policy is to regulate the use of CCTV and its associated technology in the monitoring of the environs of our premises and associated activities.

2. Purpose of the CCTV System

The CCTV system is installed internally and externally in premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation to deter bullying, crime, vandalism and theft, as an aid to Health and Safety and to the discharge of the company's duty of care within and/or in the external environs of the premises at all times.

3. Scope of this Policy

This applies to all personnel in and visitors to Base Enterprise CLG. It relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of such recorded material.

4. General Principles

Base Enterprise CLG Board has a statutory responsibility for the protection of the organisations property and equipment as well as providing a sense of security to its employees, visitors, clients, contractors and invitees to its premises. Base Enterprise CLG Board owes a duty of care under the provision of Health, Safety and Welfare legislation and utilises CCTV systems and its associated monitoring and recording equipment as an added mode of security and surveillance for the purpose of enhancing the quality of life in the organisation by integrating the best practices governing the surveillance of its premises.

The primary aim of the CCTV monitoring of the premises is to deter crime and vandalism and to assist in the protection and safety of the said property and its associated equipment and materials. Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited by this policy.

Note: Information in this report must be kept confidential and accessible only to individuals associated with safety/HRM/Incident management.

Information obtained through video monitoring may only be released when authorised by the General Manager, or their nominated person.

CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by Base Enterprise CLG Board. CCTV monitoring of public areas within our facilities, for security purposes, is limited to areas that do not violate the reasonable expectation to privacy as defined by law.

Data from the CCTV system will be accessed and used in accordance with Data Protection Regulations.

	<h1>CCTV Policy</h1>	CPS 012	Issue No: 01
		Issue Date 09/03/2021	Page 2 of 3

5. Camera Locations

Cameras are located at entrance and exit points and in other locations inside and outside the premises. For the most part they are overt.

Signage to indicate that CCTV cameras are operating in the area are placed at all entrance points and at random points throughout the facility. The CCTV complies with the requirements of the General Data Protection Regulations 2018 (GDPR).

Staff will be informed of the purpose of the CCTV system as outlined above. The right to access images captured by CCTV cameras shall be in accordance with the GDPR.

6. Data Protection

All personal data recorded and stored by the CCTV system is governed by the GDPR. Under the GDPR a data controller is the individual or the legal person who controls and is responsible for the keeping and use of personal information in manual files or in a computerised form. The data controller in respect of images recorded and stored by the CCTV system in Base Enterprise CLG is the General Manager.

The personal data recorded and stored by the CCTV system will only be available to the data controller and will be used only for the purposes outlined on the signage. The CCTV system shall not be used to monitor staff performance.

Individuals whose images are recorded and stored by the CCTV system shall have the right to request and receive a copy of personal data processed by the system. Such requests shall be made in writing to the data controller and shall be complied with within a maximum of 40 days. Where there are images of other personnel in the data requested appear these may need to be pixelated and redacted. Personal data recorded by the CCTV system shall be retained for a maximum of 28 days. Thereafter it will be deleted automatically.

The recorded footage and the monitoring equipment shall be securely stored in the office area. Unauthorised access to that office is not permitted at any time. The office is locked when not occupied.

The following procedures shall be followed in the event that An Garda Síochána seeks to view or take a copy of CCTV footage from the organisations CCTV systems:

1. The data controller shall satisfy themselves that there is an investigation underway.
2. A request from An Garda Síochána must be made in writing on Garda headed notepaper.

All CCTV systems and associated equipment will be required to be compliant with this policy.



	<h1>CCTV Policy</h1>	CPS 012	Issue No: 01
		Issue Date 09/03/2021	Page 3 of 3

7. Responsibilities:

The General Manager will:

- Ensure that a policy is in place, compliant with relevant legislation, to govern the use of CCTV on the premises.
- Ensure this policy is reviewed regularly.

The following personnel have access to the CCTV System:

- Sharp Group - Security Consultants
- Alan Williamson
- Jon Doyle
- Emma O'Toole
- Bart Bielak
- Temidayo Folorunsho
- Timurs Zatoka
- Mohammed Hassan Al Rago
- Abdul Baset
- Gareth Deegan

The General Manager will:

- Act as Data Controller on behalf of the organisation.
- Ensure that the use of the CCTV system is used in accordance with the policy set down by the organisation.
- Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the organisation.
- Ensure that all CCTV monitoring systems are compliant with this policy.
- Be responsible for the release of any information or material in compliance with this policy.
- Maintain a record of the release of any material recorded or stored on this system.
- Provide a list of the CCTV cameras, their locations and the associated monitoring equipment and the capabilities of such equipment, which is available to authorities on request.
- Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.
- Ensure that all areas being monitored are not in breach of a reasonable expectation of the privacy of individuals within or visiting the organisation.
- Ensure that adequate signage, at appropriate and prominent locations, is displayed.
- Ensure that external cameras are not intrusive in terms of their positions and views of external areas outside of our facilities comply with the principle of "reasonable expectation of privacy".
- Ensure that recorded material is retained for a period not longer than 28 days and will be erased unless required as part of a criminal investigation or court proceedings, criminal or civil, or other bona fide use as approved by the organisation.
- Ensure that monitors are stored in a secure place with access by authorised personnel only.