



## **CCTV EXTERNAL PRIVACY POLICY**

### **1 POLICY PURPOSE:**

This Privacy Policy (the “Policy”) applies to the use of Closed Circuit Television (CCTV) on the premises of Commission for Communications Regulation ComReg. ComReg uses CCTV in order to protect our premises and to ensure the safety of our staff and visitors. The purpose of this policy is to outline the manner in which we collect and use information through CCTV, including the safeguards in place in regard to the operation of and access to the CCTV systems and the resultant images. ComReg’s contact details are set out at the end of this Policy including the details of its Data Protection Officer. ComReg is the controller for the purposes of processing personal data captured by its CCTV camera systems.

### **2 WHAT DO OUR CCTV CAMERAS CAPTURE AND WHAT ARE THE PURPOSES:**

The CCTV system is a conventional static system (no use of pan, tilt or zoom). It records digital images and is equipped with motion detection. It records any movement detected by the cameras in the area under surveillance, together with time, date and location. All cameras operate 24 hours a day, 7 days a week, and the image quality in most cases allows identification of those in the camera’s area of coverage.

The CCTV system is operated on our premises for the safety and security of the people we support including visitors, our staff, buildings and assets, and the confidentiality of information located or stored on the premises.

The CCTV system may be used to:

- Protect buildings and assets from damage, disruption, vandalism and other crime.
- Ensure the personal security and safety of members, staff, visitors and other members of the public and act as a deterrent against crime.
- Support law enforcement bodies in the prevention, detection and prosecution of crime.
- Investigate security incidents in order to secure evidence, should such incidents occur.
- Identify perpetrators of any unlawful activity.
- Assist in day-to-day management, including ensuring the health and safety of members, staff, visitors and others.
- Assist in the defence of any civil litigation, including employment tribunal proceedings.

ComReg does not use high-tech or intelligent video-surveillance technology, does not interconnect our system with other systems, and does not use covert surveillance, sound recording, or 'talking' CCTV.

The CCTV system is not used for any other purpose than that outlined above unless a legal basis otherwise exists.

### **3 POLICY SCOPE**

This policy applies to any individual who may be recorded by CCTV on our premises including:

- Staff who are present at ComReg's premises.
- Any contractors, consultants, freelance workers or other third party supplier or service providers who are present at ComReg's premises.
- Visitors to ComReg's premises.

The CCTV scheme records data in the following areas:

- All entrances and exits to the premises.
- Public areas of the premises

Each area where the CCTV scheme is operational is clearly marked with a notice.

### **4 LEGAL BASIS:**

We process the data that we have in the ways described above:

- As necessary to comply with our legal obligations; such as in response to a legal request, if we have a good-faith belief that the law requires us to do so.
- To protect your vital interests, or those of others; such as the protection of your life, physical integrity, or safety, or that of others.
- As necessary for our (or others') legitimate interests; such as, our interests in preventing crime and in protecting the personal safety of our staff, visitors, and others, unless those interests are overridden by your interests or fundamental rights and freedoms.

### **5 RECIPIENTS OF CCTV FOOTAGE:**

The CCTV system of ComReg's premises are operated and maintained by Corporate Services. The system is accessed as necessary by authorised personnel.

In certain circumstances, law enforcement (such as An Garda Síochána) may require access to data collected by us through our use of CCTV. Where ComReg receives a valid request from law enforcement, a government authority or regulator, we will disclose this information to the requesting entity.

CCTV footage may be disclosed to those carrying out a formal internal investigation or disciplinary procedure, where necessary.

ComReg maintains a record of all disclosures of surveillance system footage. No CCTV footage will not be posted online or disclosed to the media.

We also may share CCTV footage with the following service providers:

- Our legal advisers and similar professional services providers, where this is required for the purposes of the professional services which they provide to us.

- External investigators of incidents captures by our CCTV.
- Service providers we use to obscure images of people captures in CCTV images.
- Our insurance providers.

## 6 TRANSFERS OUTSIDE THE EEA:

As a general rule, we do not transfer personal information contained on our CCTV systems outside the European Economic Area. Our policy is to require any data that is processed on our behalf by our data processors to be kept on servers located within the EU.

To the extent that any personal information under our control might be transferred outside the EU, we ensure that the personal information receives an adequate level of protection. So, for example, we check whether the information recipient is located in a country which the EU Commission has ruled has an adequate level of data protection. Otherwise, we ensure that appropriate measures are put in place to protect the personal information and that the personal information is treated by the recipients in a way that is consistent with and which respects data protection legislation. This can include using measures like Standard Contractual Clauses to underpin the data transfers. If you require further information about this or about specific protection measures, please contact our Data Protection Officer (DPO): [here](#).

## 7 RETAINING INFORMATION & PROCESSING IMAGES:

Images will not be retained for longer than is considered necessary for the purpose(s) for which they were processed. Therefore, unless the images are required for evidential purposes in legal proceedings, they will not be retained beyond a maximum of 30 days. After this period has elapsed, all images collected by the CCTV are deleted.

## 8 YOUR RIGHTS:

You have the right to seek the following from us:

- **Access to your data:** You have the right to seek a copy of your personal data. In the event that you wish to submit an access request for CCTV footage, please also include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual so that we can locate the relevant footage. We reserve the right to obscure images of third parties when disclosing surveillance system data as part of a subject access request, where we consider it necessary to do so.
- **Erasure:** You have the right to ask us to delete information which we hold about you. In the event that you wish to submit a deletion request relating to CCTV footage, please also include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual so that we can locate the relevant footage.
- **Rectification:** You have the right to request that we rectify information that we hold about you.
- **Portability:** You have the right to port your data to share it with a third party.
- **Objection:** You have the right to object to processing which is based on our legitimate interests. In the event that you wish to object to our use of CCTV, please include all information which is relevant to your objection.
- **Restriction:** You have the right to request that we restrict our processing of your personal data. In the event that you wish to submit a restriction request relating to specific CCTV footage, please also include the date and time of the recording, the location where the footage was captured and, if necessary, information identifying the individual so that we can locate the relevant footage.

If you would like to exercise any of the above rights, please contact our DPO at [dataprotection@comreg.ie](mailto:dataprotection@comreg.ie).

You also have the right to lodge a complaint with the Irish Data Protection Commission.

For more information about our collection and use of personal information, which includes more information about your data protection rights, please see our Privacy Notice at [www.comreg.ie/privacy](http://www.comreg.ie/privacy)

Address for written requests:

Data Protection Officer  
Commission for Communications Regulation,  
One Dockland Central,  
Guild Street,  
Dublin 1,  
D01 E4X0.

Tel: 018049600

[dataprotection@comreg.ie](mailto:dataprotection@comreg.ie)

ComReg may review and amend this Policy from time to time as appropriate.