

Data Protection and CCTV Policy

Institute of Technology, Tallaght

Introduction

The purpose of this policy is to address the data protection issues associated with having Closed circuit television (CCTV) on the premises. CCTV has been installed in all buildings (see Appendix 1) and on the grounds of Institute of Technology, Tallaght. The system comprises of a number of cameras installed at strategic locations. The cameras are fully operational and either fixed or with pan, tilt and zoom facilities. Images are a mixture of colour and monochrome. The system is operated from a control centre on campus.

Definitions

Data Controller – means Secretary/Financial Controller, Institute of Technology, Tallaght, Dublin 24.

Data processors – means Estates Manager / Assistant Estates Manager, Institute of Technology, Tallaght, Dublin 24.

Data Protection\FOI Officer means Information Officer, Institute of Technology, Tallaght

Objectives of the CCTV System

The objectives of the CCTV as determined by the Data Controller and which form the lawful basis for the processing of data are:-

- To enhance safety and to protect members of the Institute community, Staff, Students and visitors to the Institute
- To help reduce the fear of crime
- To help deter and detect crime and provide evidential material for criminal court proceedings.

General principles of operation

The information obtained by CCTV is controlled in accordance with the Data Protection Acts 1988 & 2003. Signage (as shown below) has been placed throughout the Institute buildings and grounds to inform users of the Institute that CCTV is in operation. These signs also give a contact telephone number for persons wishing to discuss the processing of CCTV information.



The CCTV System will be operated fairly, within the law, and only for the purposes for which it was established.

Storage and retention

Section 2(1) (c) (iv) of the Data Protection Act states that data ‘shall not be kept longer than is necessary for’ the purposes for which it is obtained. The Institute currently uses a hard drive system to record images and images are kept for no more than 1 month.

Supply of data to An Garda Siochana

If the Gardai require CCTV footage for a specific investigation, the Institute must satisfy itself that there is a genuine investigation underway. All requests for information must be submitted through the Freedom of Information Officer who will require a written request signed as appropriate from the Gardai under section 8 of the Data Protection act as part of an on-going investigation.

Access requests

Any person whose image has been recorded has a right to be given a copy of the information recorded. To exercise that right a Data Protection Access Request (Appendix 2) should be sent to the Freedom of Information Officer at the Institute. They can be contacted at 4042144 or foi@ittdublin.ie. More information on access requests can be found on the Data Protection Commissioner’s website: www.dataprivacy.ie.

Practically, a person must provide certain information to the Data Controller such as the date, time, location and duration of the recording. They should also provide photographic evidence of themselves. Where the image is of such poor quality as does not clearly identify an individual that image will not be considered to be personal data. In giving a person a copy of his/her data, the data controller may provide a still/series of still pictures, a tape or a disk with relevant images.

In the event of an incident Institute of Technology Tallaght reserves the right to review the content and disclose the information arising as appropriate. This information will be released via the Freedom of Information Officer.

Data processors are obliged to have appropriate security measures in place to prevent unauthorised access to, or unauthorised alteration, disclosure or destruction of the data and against all unlawful forms of processing. Therefore access controls have been placed on image storage and remote access to live recording is password encrypted. All recording devices are securely located in limited access areas and are controlled by the data controllers.

Review of the policy

This policy will be reviewed on a bi-annual basis.

APPENDIX 1

List of Buildings in the Institute of Technology, Tallaght where CCTV cameras are located:

Main Building

CASH\Synergy Building

Technician Development Centre (TDC)

Premier House

Part of Icon Court

APPENDIX 2



Data Access Request Form: Request for a copy of Personal Data

Data Protection Act 1988 and Data Protection (Amendment) Act 2003

Note: A fee of €6.35 and a copy of proof of identity (e.g. passport or driver's licence) must accompany the completed form.

1. Details of Requestor

Surname:

First Name:

Postal Address:

Telephone / Email:

2. Details of Request

I, _____, [insert name] wish to have access to data that I

believe ITT Dublin retains on me as outlined below (please include Student Number or Staff Number, if relevant):

Signed: _____

Date: _____

Please return the completed form together with the relevant fee and a copy of proof of identity to:

Gwen Cassidy
Information Officer
Institute of Technology Tallaght
Tallaght
Dublin 24
Telephone: (01) 4042144
Email: foi@ittdublin.ie

For Office Use:

Date Received: _____

Date of Response to Requestor: _____