



DATA PROTECTION AND CCTV POLICY

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Declaration

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Data Protection and CCTV Policy

Empoli Restaurant ("us", "we", or "our")

Effective date: 31 May 2018

Introduction

The purpose of this policy is to address the data protection issues associated with having Closed Circuit Television (CCTV) on our business premises. 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 premises.

Our policies comply with:

- Data Protection Act 1988 and Data Protection (Amendment) Act 2003 - **Republic of Ireland.**
- The General Data Protection Regulation (GDPR) - **EU.**

Definitions

- **"data controller"** means a person who, either alone or with others, controls the contents and use of personal data – in this case we are the data controller.
- **"data processor"** means a person who processes personal data on behalf of a data controller but does not include an employee of a data controller who processes such data in the course of his employment
- **"data protection officer"** means a person who assists the controller or the processor in all issues relating to the protection of personal data



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Purpose of the CCTV Operation

The purpose 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 our premises, employees, contractors and public members.
- 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 and the General Data Protection Regulation (GDPR). Signage will be placed throughout our premises and grounds to inform users of our premises that CCTV is in operation. There will be at least one sign at the main point of entry indicating the CCTV data controller name and contact information. The sign will also mention the primary purpose of surveillance. The CCTV System will be operated fairly, within the law, and only for the purposes for which it was established.

Storage and retention

The Data Protection Act and GDPR states that data shall not be kept longer than is necessary for the purposes for which it is obtained. We use a hard drive system to record CCTV footage and footage is kept for no more than one month.

Supply of data to Law Enforcement

If the police require CCTV footage for a specific investigation, we must be satisfied that there is a genuine investigation underway. All requests for information must be submitted to us through a written request form, signed as appropriate from the Police under section 8 of the Data Protection act as part of an on-going investigation.



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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 form should be submitted to us for review before receiving authorisation to obtain a copy of the information recorded.

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 we reserve 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 may be reviewed on a yearly basis.



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Law Enforcement Member - CCTV Access Request Form

This form is to be used by members of law enforcement, where they wish to request a copy of a CCTV recording(s) in the possession of Empoli Restaurant.

Contact details of law enforcement member

Name	
ID & Number	
Work Address	
Date of Request	
Contact Details	Phone number and/or email address:

Details of recording(s) requested

Date of Incident	
Approximate Timeframe	
Specific location for which a recording is requested.	
Any other relevant information (if needed, please use addition paper and attach it to this form before submission)	

Request, confirmation & signature

I formally request that Empoli Restaurant provide a copy of the CCTV recording(s) detailed above. I confirm that I am investigating a criminal matter and that I am making this request under section 8 (b) of the Data Protection Act 1988.

Signature:



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General Public - CCTV Access Request Form

This form is to be used by the general public individuals, where they wish to request a copy of a CCTV recording(s) in the possession of Empoli Restaurant.

Contact details of law enforcement member

Name	
ID & Number	
Address	
Date of Request	
Contact Details	Phone number and/or email address:

Details of recording(s) requested

Date of Incident	
Approximate Timeframe	
Specific location for which a recording is requested.	
Any other relevant information (if needed, please use addition paper and attach it to this form before submission)	

Request, confirmation & signature

I wish to make an access request to Empoli Restaurant under Article 15 of the General Data Protection Regulation (GDPR) for a copy of any information kept about me, on computer or in manual form.

Signature: