

## CCTV Policy

Chapter House has a CCTV system in place for security reasons in all of the lift lobbies, stairwells, and the basement. Cameras are also present at the reception desk and facing inside Chapter House from the Luas stop. CCTV cameras have been installed in the 1<sup>st</sup> Floor Reception and certain corridors surrounding the Interview Rooms on the First Floor in order to ensure the safety and security of personnel and assessment material. It must be noted that all other cameras which may be present in or around Chapter House (including those on the Lua platform) are not operated by publicjobs and are therefore not subject to this policy.

Footage will only be made available on the approval of senior management to identified publicjobs personnel, or to external parties (e.g. An Garda Síochána) in relation to the investigation of certain incidents which are outlined in the following paragraph.

CCTV footage may be accessed by this Office in the interests of;

- Preventing or investigating interference with property, or harm to persons in the Office
- Ensuring the safety and security of assessment material or the assessment process
- Health and safety
- Helping investigate any complaints involving harm to persons or interference with property.
- Where applicable and appropriate, to respond to a Subject Access Request

This footage may also be used in relation to any of the above areas and to assist with any criminal investigations. Footage will only be used to assist with serious issues which may occur.

Footage may also be used to assist with responding to issues raised in a candidate's requests for a review of a decision made by publicjobs in relation to the assessment process. This will be determined on a case-by-case basis and will only form part of the review process where strictly relevant and necessary.



To protect the privacy of staff and customers and the integrity of our assessment material, the use of any other type of recording equipment is not permitted in Chapter House.

## Security and Retention Arrangements

CCTV footage is recorded on a hard drive which is retained for one month (before it is recorded over by new footage).

Footage which is extracted for purposes referred to above may be retained for longer periods as part of legal/disciplinary investigations. The footage will be viewed by the appropriate staff to the case, as required. A limited number of those staff members have access to this data.

CCTV footage extracted as part of a Subject Access Request will be redacted, and the footage released will be stored for seven years in redacted form.

The computer on which the data can be viewed is password protected and only security staff have access to this data. The hard drives are stored in secure locations.

## Third Parties to whom the Data may be supplied

The potential third parties are set out above.

Requests for copies of CCTV footage from An Garda Síochána (or other regulatory or investigatory bodies) will only be acceded to where a formal written (or fax) request is provided to the Data Controller (publicjobs) stating that An Garda Síochána (or other body) is investigating a potential breach of the law. To expedite a request in an urgent situation, a verbal request may be sufficient to allow for release of the footage. However, any such verbal request must be followed up by a formal written request. A log of all such requests will be maintained by the Data Controller. Any such requests must be on headed paper and quote the details of the CCTV footage required and the legal basis for the request.

If An Garda Síochána make a request to view footage on the premises without requesting a copy, this may be acceptable without a written request.

## Data Protection

CCTV footage will not generally be provided as part of a Subject Access Request response, as the data is not stored long enough to generally be extracted as part of such a request.



Where a data subject specifically requests access to such data, and if the request is made within the retention period of that data, it may be possible to provide the data subject with a redacted copy of the relevant footage. The footage will be redacted to ensure only the relevant data subject is identifiable, and the redaction will be carried out by an expert in this area (who may be a third-party), who will be required to agree to appropriate confidentiality agreements before the raw footage is provided to them.

Any enquiries as to the processing of personal data relating to CCTV footage should be directed to [dataprotection.officer@publicjobs.ie](mailto:dataprotection.officer@publicjobs.ie).