

CLOSED CIRCUIT TELEVISION (CCTV) POLICY

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1. Policy Statement

This policy covers the use of Closed Circuit Television Systems ('CCTV') in the Medical Council premises located at Kingram House, Kingram Place, Dublin 2. The implementation of this policy will ensure that the Medical Council complies with its legal requirements under the General Data Protection Regulation 2018 ('GDPR') and the Data Protection Acts 1988 - 2018 (from here on in referred to as 'data protection laws') in relation to the uses, disclosures, access and retention of CCTV footage. The Medical Council is the Data Controller with reference to the personal data which it manages, processes and stores. Personal Data is defined under Article 4 of the GDPR as 'any information relating to an identified or an identifiable natural person 'data subject')'. Any information which makes someone identifiable is personal data.

This policy is designed to inform staff and visitors about the safeguards in place with regard to the operation of and access to the CCTV systems used at the Medical Council premises and the resultant images. A copy of this Policy will be made available on the Medical Council website and a copy will be provided to visitors to the premises on request.

2. Purpose of CCTV

The purpose of CCTV usage in the Medical Council premises is the security and safety of our staff and visitors, their property and that of the Medical Council, and to protect against crime such as theft and vandalism. CCTV is used to monitor access to the Medical Council offices, entrance, reception areas and areas of public access.

Areas covered by surveillance cameras will be those most susceptible to unauthorised activities. The cameras are there for the purpose of deterring crime against staff members and visitors, Medical Council property and that of visitors to the premises.

It is acknowledged that the CCTV in itself does not offer security but rather deterrence. In addition, the Medical Council has a duty of care to its employees and visitors to its premises under the provisions of the Safety, Health & Welfare at Work Act 2005 and associated legislation. The Medical Council utilises the CCTV systems and their associated monitoring and recording equipment as an added mode of security to assist the Medical Council to meet such duties. The Medical Council's use of the CCTV system is conducted in a professional, ethical and legal manner. Any deviation from this policy and the use of CCTV for other purposes is prohibited by this policy (for example CCTV will not be used for monitoring employee performance).

3. Scope

This policy applies to the Medical Council premises at Kingram House.

The Medical Council ensures that the use of CCTV is in line with requirements under the data protection laws. All employees have a responsibility to adhere to this policy and failure to do so may result in disciplinary action up to and including dismissal.

4. Legislative background

The relevant legislation are the data protection laws outlined above. Recognisable images captured by CCTV systems are personal data and as the Medical Council operates CCTV we are a Data Controller.

5. Glossary of Terms and Definitions

Term	Definition
CCTV	Closed Circuit Television – the use of video cameras to transmit a signal to a specific, limited set of monitors. It differs from broadcast television in that the signal is not openly transmitted.
CCTV equipment	Cameras, wiring, recording facilities, footage, etc.
Data Protection Laws	Data Protection Acts 1988 - 2018 & the General Data Protection Regulation ('GDPR')
Data Subject	Person to whom the data relates
ICT	Information & Communications Technology
Personal Data	Data relating to a living individual who is or can be identified from the data
Pixelated	Removal/blurring of images to ensure third parties are not recognisable from the footage
Premises	Premises leased by the Medical Council at Kingram House, Kingram Place, Dublin 2
Retention	How long images are stored
Visitors	All visitors attending at Kingram House

6. Roles and Responsibilities

It is the responsibility of the Head of Procurement & Facilities to monitor this policy, its use and implementation by all staff members and contractors of the Medical Council and to ensure that this policy is updated at regular intervals for continued compliance. The Medical Council's CCTV system is password protected and can only be accessed by Head of Procurement & Facilities or in their absence a member of their team.

The Head of Procurement & Facilities is the person with overall responsibility for the operational management of CCTV equipment and the person to whom all access requests must be directed.

7. Data Protection Compliance

The Medical Council complies with the requirements of the Data Protection Laws in relation to personal data captured on CCTV, namely:

- **Purpose** – the stated purpose for the use of CCTV is the safety and security of staff and visitors, their property and Medical Council property and to protect against crime such as theft and vandalism
- **Lawfulness, fairness and transparency** – as required under Article 6 there must be a legal justification for processing and the recordings and images should be processed lawfully, fairly and in a transparent manner. The use of CCTV to monitor the premises for the purposes outlined has been deemed to be justified by the management of the Medical Council. Signage will be placed in the Medical Council premises informing members of staff and visitors that CCTV cameras are in operation and the name and contact details of the person with overall responsibility for the management of the CCTV systems.

- **Data minimisation** - the Medical Council is satisfied that the use of CCTV on its premises is necessary and proportionate due to the nature of the services provided. Extreme care will be taken to ensure that the personal privacy of staff and visitors to Kingram House is not breached by the CCTV cameras and cameras will not be used in meeting rooms or staff-only areas, or any area where individuals would have a reasonable expectation of privacy. Cameras placed by the Medical Council to record external areas of the premises are, so far as reasonably possible, positioned to prevent or minimise recording of passers-by or of another person's private property.
- **Accuracy** – CCTV images will not be altered in any way to create an inaccurate recording.
- **Retention and Storage** - the Medical Council will only retain CCTV footage for a period of 30 days; the recordings are made on a looped tape and footage is automatically recorded over every 30 days. All recorded data will be stored by the Medical Council in a secure environment. In the event of receipt of a request for a specific piece of footage, this footage will be recorded onto a separate disk or USB key and retained as necessary for the purposes of dealing with the access request and any subsequent appeal. Any recordings transferred onto any other media (such as a disk or USB key) will also be securely stored.
- **Integrity and confidentiality** – access to CCTV footage is restricted to the Head of Procurement & Facilities. The Medical Council will ensure that the footage from the CCTV is securely held with access restricted to the individual named above. CCTV footage will be shared on request with the data subject and appropriate third parties on a “need to know basis” only. An example of an appropriate third party is An Garda Síochána for the purposes of investigating a crime or offence against a staff member or visitor of the Medical Council. These requests must be in writing and the Head of Procurement & facilities in conjunction with the Data Protection Officer, must be satisfied that it is a legitimate request. The Medical Council does not engage in covert surveillance.
- **Accountability** – the Medical Council is responsible for the CCTV system and must be able to demonstrate compliance with the data protection laws.
- **Access Requests**
All access requests must be forwarded to the Head of Procurement & Facilities or the Data Protection Officer for response in accordance with the provisions of the data protection laws. Where the relevant recorded data identifies another individual that recorded data may only be released where the relevant images can reasonably be anonymised/ redacted / pixelated so that they are not identifiable.

8. Siting of Cameras and Signage

The Medical Council undertakes to ensure that all cameras are fixed and sited in such a way that only areas intended to be monitored will be covered by the cameras. Extreme care will be taken to ensure that cameras do not encroach on the privacy of staff or visitors of the Medical Council. Regular checks and reviews will be undertaken to ensure that CCTV cameras are working effectively and appropriately in accordance with this policy.

The Medical Council undertakes to ensure that there is clear signage in all its offices and premises informing both staff and clients of the use of CCTV in the area. Signs will also include the name and contact details of the Head of Procurement & Facilities who has overall responsibility for the CCTV equipment and will make reference to this policy and where it can be accessed. A copy of this policy can be made available to visitors on request.

9. Quality of Images

It is important that images produced by the CCTV are fit for the stated purpose. The equipment and recordings will be regularly maintained to ensure consistent quality of images.

10. Retaining Information & Processing Images

As stated at point 7 above, the Medical Council will only retain CCTV footage for 30 days. Once the 30 day period has expired the recordings will be destroyed. In the event of receipt of a request for a specific piece of footage, the Head of Procurement & Facilities must be contacted immediately. They will arrange for the relevant footage to be recorded onto a separate disk and retained as necessary for the purposes of dealing with the access request and any subsequent appeal.

11. Access to Images

The Head of Procurement & Facilities is the named individual to whom all requests for access to CCTV footage must be forwarded. Access requests will be dealt with in accordance with the Medical Council's Data Protection Policy. Full details of any disclosures will be retained on file in the event of an appeal to the office of the Data Protection Commission.

It is the obligation of the requester to provide sufficient information to identify the specific records sought, e.g. date and time of incident or as close to the time as possible (within 12 hours). Requests that do not provide sufficient information will not be processed.

The Medical Council undertakes to cover the cost of any transfer of recordings and also the pixelating out of third parties from any recordings being released.

Requests from An Garda Síochána must be in writing and will be processed in accordance with the data protection laws which provides for access in the following circumstances:-

- For the prevention, detection or investigation of crime
- If required urgently to prevent threats to public security and public safety

Access to CCTV footage may also be required by or under any enactment or by a rule of law or order of the Court and such requests will be facilitated as appropriate. Staff members who receive a request for CCTV footage direct it to either the Head of Procurement & Facilities or the Data Protection Officer. Access Requests must be responded to within 30 days of receipt.

12. Unauthorised Access

Any employee who uses the CCTV system or CCTV images in an unauthorised manner may be subject to disciplinary action up to and including dismissal. Unauthorised use is any processing incompatible with the original purpose for collecting this data including but not limited to:-

- Disclosure of images containing personal data to an unauthorised third party, including other employees
- Unauthorised processing of personal data in the form of copying the images on to a disk, website or print format
- Circulation of images containing personal data by email or posting of images containing personal data on the internet.

13. Implementation Plan

This policy will be circulated to staff of the Medical Council and they will be required to sign a confirmation that they have received, read and understand this policy; this confirmation will be retained on their personnel file. This policy will be available on the Medical Council website for download and it will be referenced in CCTV signage.

14. Revision & Audit

This policy will be reviewed one year after its initial implementation and every 2 years thereafter (or earlier if legislation is amended or other changes are necessary).

The Head of Procurement & Facilities is the person responsible to ensure that this policy is kept up to date and in compliance with relevant legislation.

It will be the responsibility of all Managers to ensure that staff reporting to them have signed the confirmation slip, are fully briefed on this policy and comply with its requirements.

15. Contact details for Head of Procurement & Facilities

All queries in relation to CCTV footage, equipment and access should be directed immediately to the Head of Procurement & Facilities, or designated personnel as appropriate:

Ms Ciara McMorrow
Head of Procurement & Facilities
The Medical Council
Kingram House
Kingram Place
Dublin 2
ciara.mcmorrow@mcirl.ie

Appendix 1 - Location of Cameras

The Medical Council operates cameras throughout its centres on a 24 hour basis, 7 days a week, which are located in the following areas:-

Floor	Location
Lower Ground Floor	<ol style="list-style-type: none">1. Comms Room2. Canteen Walkway3. LG Lift
Ground Floor	<ol style="list-style-type: none">1. Reception2. Reception Lift3. Inner Front Door4. Outside Main Entrance (Front)5. Outside Bins (Front)6. Atrium Area7. P & F Hallway8. Outside Rear Carpark9. Backdoor Clock-in Door
1 st Floor	1 st Floor Lift
2 nd Floor	2 nd Floor Lift