



Oifig an Stiúrthóra um  
Fhorfheidhmiú Corparáideach

Office of the Director  
of Corporate Enforcement

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# OFFICE OF THE DIRECTOR OF CORPORATE ENFORCEMENT POLICY ON CCTV

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## **1. BACKGROUND and NECESSITY**

1.1 The ODCE has CCTV cameras located at various points around the perimeter of the premises at 16 Parnell Square, and the two car parks in Rutland Place. There are also cameras inside the car parks, and within the building at Ground Floor Reception and on the three floors occupied by ODCE.

1.2 Past incidents including trespass, criminal damage, accidental damage and assault have informed the revision of the CCTV system and the inclusion of additional cameras at strategic points within the car parks. There has been no increase in the number of cameras within the building, and no cameras have ever been placed in private areas such as individual rooms or in toilet and shower facilities, nor are there cameras in the communal canteen.

1.3 Prior to the commencement of the GDPR and the Data Protection Act 2018, the Office, as a data controller, was registered with the Office of the Data Protection Commissioner. As registration is no longer a legal requirement this policy replaces that registration as to the usage of the CCTV footage.

## **2. PURPOSES, LAWFULNESS, and SECURITY OF DATA**

2.1 The CCTV cameras and footage are primarily for the security of the building and its occupants, the security of the two car parks and their users, health and safety of occupants of and visitors to the premises, and to assist with detecting any unauthorised access to ODCE premises and/or case-related materials stored on the premises.

2.2 A secondary purpose for which footage may be used is to assist in investigations of offences occurring in or near the premises or car parks. In the main, these investigations will be by An Garda Síochána. Where there is uncertainty as to whether such an incident has occurred, the footage may be reviewed for confirmation. If it is found that an offence has been committed, the footage may be preserved to assist a subsequent Garda investigation.

2.3 Footage is not intended to be used to supervise staff or authorised visitors and will not be accessed for such purposes without the express permission of any individuals affected.

2.4 Live images are monitored by the Security Guard on duty for the purpose only of maintaining the security of the premises, its occupants and contents. The Security Guard does not have access to recordings.

2.5 The images captured by CCTV are protected from unlawful access by physical barriers. Access to the CCTV recordings is restricted to Corporate Services Unit staff only. The room where the DVRs storing the footage are located is accessible only by the use of a specially enabled proximity card. Such cards are restricted to Corporate Services staff only.

### 3. POLICY

3.1 As CCTV footage is likely to include the recognisable faces of individuals, how ODCE deals with CCTV footage is set out herein.

3.1.1 CCTV may include images of any and all persons entering or passing near to the premises at 16 Parnell Square (any of 3 doors), either of its two car parks, or on its three floors within the premises. The images recorded may include recognisable features of individuals as well as their actions. The range of the cameras is, however, quite narrow and the cameras are positioned above head-height; therefore, recognisable features of individuals may sometimes be difficult to discern.

3.1.2 A notice indicating CCTV usage is in place at each entrance to the premises, each car park entrance, and at points within the building and car parks where the area is covered by CCTV cameras. Each notice indicates that the CCTV is monitored on a 24-hour basis and the contact phone number is clearly visible.

3.1.3 Footage will not generally be released except in accordance with law and for the purposes set out in 2.1. and 2.2 above.

3.2.1 In order to protect privacy, cameras are positioned to capture only that footage that would be required in the event of an incident such as that set out in 1.2 above.

3.2.2 Where a camera angle cannot be narrowed sufficiently to avoid the capture of internal images from nearby buildings, masking of the relevant part of the footage is automatically carried out.

3.3.1 As stated above, CCTV footage will not be used to observe staff. Requests from staff relating to footage containing their personal data (image) should be routed to Corporate Services unit via the Service Desk email account.

3.3.2 Other persons or bodies to whom CCTV footage may be supplied include:

- An Garda Síochána in connection with a criminal investigation – on written request
  - An Garda Síochána may provide the footage to the Director of Public Prosecutions – if required for a prosecution
- The State Claims Agency – as evidence where an incident has occurred giving rise to injury or damage about which a claim has been made
- Footage may be preserved for disclosure to Defendants and/or their Representatives for later provision to them ONLY in circumstances where such disclosure is required by law.

3.3.3 Written requests from a member of An Garda Síochána may be sent to [info@odce.ie](mailto:info@odce.ie)

3.3.4 Although a data subject access request may be made by phone, it is important that all personal data is protected from disclosure to unauthorised persons. Therefore, the Office suggests that requests for footage containing the personal data (image) of a member of the public is made by email to [info@odce.ie](mailto:info@odce.ie) together with proof of identity.

3.3.5 In all cases where a request for footage is made, the exact location and the date and time of the relevant recording must be provided.

3.3.6 Footage is likely to include the personal data (image) of individuals other than the requester. In most cases the identity of those other persons will not be known to the Office, so that it may not be possible to obtain their permission to release their image. In such cases it will therefore be necessary to pixelate or otherwise de-identify, as appropriate, the images of other parties appearing in the footage before providing it to the requester.

#### **4. RETENTION PERIOD**

4.1 CCTV footage is retained for a period of one month and is over-written automatically with new footage. Occasionally the over-writing occurs in less than one month.

#### **5. REVISION**

5.1 This policy may be revised as and when required to enhance compliance with the GDPR and the Data Protection Act 2018, or as deemed necessary by the Office.