

City Library CCTV Policy v2

7 Dec 2017

Data Controller

City Librarian

Data Processor

Stalwart Security

Purpose of CCTV

Crime prevention and personal safety in library internal areas

How to request footage

Any person whose image is recorded on a CCTV system has a right to seek and be supplied with a copy of their own personal data from the footage. To exercise that right, a person must make an application in writing to the City Librarian. The data controller may charge up to €6.35 for responding to such a request and must respond within 40 days.

Please make your request in writing to:

City Librarian, Cork City Libraries, 57-61 Grand Parade, Cork.

You must:

- specify the time period in question, and this must be within a time range of 1 hour
- specify the area of the library

A staff member will reply to let you know if your image has been captured by our CCTV camera. If it has, you must supply your own storage device, usually a USB flash drive.

Public areas and other individuals

If other people appear in the footage, their right to privacy must be protected. To ensure this, we will send the requested footage to an outside digital services company to blur their faces and other identifying features. The applicant is liable for any costs incurred. Unblurred footage of other people will only be supplied to the Gardaí.

Retention Period

30 days

Security Arrangements

CCTV system is kept in a locked room, with access only by library staff.
A log of access is maintained.

From time to time policies are updated. Please check with a member of staff to ensure you have the most up to date version.