

**Data Controller**

Cork City Council

**Data Processor**

Cork City Council

**Purpose of CCTV**

Crime prevention and personal safety in library internal areas

**How to request footage**

*Data Protection Access Request*

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. The person must make an application in writing to the Data Controller, Cork City Council, Anglesea Street, Cork T12 T997.

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.

*Freedom of Information Request*

If you request cctv footage under Freedom of Information law, then please make your request to Freedom of Information Officer, Cork City Council, Anglesea Street, Cork T12 T997.

**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.

### **Revisions**

Version	Revision date	Revised by	Section revised
V3	26 Jan 2018	Ann Riordan	1. Data Controller and Data Processor changed to Cork City Council. 2. How to request footage updated.
V2	7 Dec 2017	Ann Riordan	Retention Period
V1	20 June 2017	Ann Riordan	