



Northern Ireland
Assembly

CCTV Privacy Notice

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Contents

- 1.0 Introduction.
- 2.0 The lawful basis for processing personal data.
- 3.0 From where do we obtain your personal data?
- 4.0 Do we share your personal data?
- 5.0 Do we transfer your personal data to other countries?
- 6.0 How long do we keep your personal data?
- 7.0 What right do I have?
- 8.0 How do I make a complaint in relation to my personal data?

Data Controller Name: Northern Ireland Assembly Commission. Address: Parliament Buildings, Ballymiscaw, Stormont, Belfast, BT4 3XX. Telephone: (028) 90 521137. Information Standards Officer: Donna-Marie Clark.

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1.0 Introduction.

The CCTV System has been installed by the Northern Ireland Assembly Commission to protect Parliament Buildings, and help ensure the safety and security of all building users, consistent with respect for individual privacy. These objectives will be achieved by the appropriate management and proper operation of the CCTV System.

The purpose of the CCTV system is primarily for:

- Crime prevention and detection, and the apprehension and prosecution of offenders;
- Deterring those persons with criminal intent;
- Assisting in the prevention and detection of crime;
- Facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order;
- Assisting in the investigation of workplace complaints
- Facilitating the movement of vehicles on site.

2.0 The lawful basis for processing personal data.

Processing this data is deemed necessary for the administration of justice, or for exercising statutory, governmental, or other public functions.

All personal data obtained by virtue of the CCTV System shall be processed in accordance with the data protection principles.

3.0 From where do we obtain your personal data?

The CCTV System comprises a number of CCTV cameras located at strategic points, principally at the entrances of Parliament Buildings and within the building itself.

A number of CCTV cameras are also located outside Parliament Buildings, albeit within its immediate environs. These cameras allow the Commission to carry out surveillance of selected interior and exterior areas of Parliament Buildings.

The CCTV System is primarily comprised of CCTV cameras both fixed and Pan, Tilt, Zoom (PTZ); video monitors; multiplexers; digital recorders; and signage.

4.0 Do we share your personal data?

Every request for the release of personal data generated by the CCTV System must be made to the CCTV System Manager (Head of Usher Services), who will ensure the principles contained within Appendix B of the Assembly Commission's CCTV policy are complied with at all times.

It is intended, unless otherwise required by law, to safeguard all individuals' rights to privacy and to give effect to the following principles:

- Recorded material shall be processed lawfully and fairly, and used only for the purposes defined in the CCTV policy;
- Access to recorded material will only take place in accordance with the standards outlined in Appendix B of this policy.

Members of the PSNI or any other agency having a statutory authority to investigate offences may, subject to compliance with Appendix B (NIAC CCTV Policy), release details of recorded information to the media only in an effort to identify alleged offenders or potential witnesses. Under such circumstances, full details will be recorded in accordance with the Operational Procedures Manual.

If material is to be shown to witnesses including police officers for the purpose of obtaining identification evidence, it must be shown in accordance with Appendix B of the CCTV policy and the Operational Procedures Manual.

In the event of an investigation into a workplace complaint in which access to CCTV footage is required, the Head of HR will make a formal request to the Head of Usher Services giving as much detail as possible on the CCTV footage required –e.g. dates between which footage is to be examined, location of alleged incident etc. Approval to proceed with the examination of the footage must be supported by the Director of Corporate Services. During the formal examination of the footage, the Head of Usher Services (or a designated deputy) and a Senior HR Manager will be present.

Requests by individuals for the release of their own personal data held on the CCTV system must be made in writing to the Information Standards Officer. Subject Access Request Forms are obtainable from the Usher Services Office, or alternatively requests can be submitted in writing via email, post or fax.

Where possible, the Information Standards Officer will then arrange for a copy of the requested data to be made and given to the applicant.

All communications must go through the Information Standards Officer, and a response will be provided within one calendar month of receiving the request.

The General Data Protection Regulations give the Information Standards Officer the right to refuse a request for a copy of the data, particularly where such access could prejudice the prevention or detection of crime, or the apprehension or prosecution of offenders.

If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

5.0 Do we transfer your personal data to other countries?

Personal data is not transferred to other countries.

6.0 How long do we keep your personal data?

Digital recordings are obtained from the Assembly's CCTV system operating in 'real time' mode. Images are retained for 30 days from the date of recording, and then automatically erased. On occasion, it may be necessary to retain images for a longer period where a law

enforcement agency is investigating a crime or where it is necessary for the Assembly's own purpose. This must be approved by the Head of Usher Services or Director of Corporate Services.

Whilst images are retained, they will be held within a secure environment and are subject to recorded audit checks. Management procedures for image retention are listed at Appendix C of the NIA CCTV Policy.

7.0 What rights do I have?

- You have the right to obtain confirmation that your data is being processed and access to your personal data.
- You are entitled to have personal data rectified if it is inaccurate or incomplete.
- You have a right to have personal data erased or prevent processing in specific circumstances.
- You have the right to 'block' or suppress processing of personal data in specific circumstances.
- You have the right to data portability in specific circumstances.

8.0 How do I make a complaint in relation to my personal data?

The Northern Ireland Assembly Commission's Information Standards Officer may be contacted at the following address:

The Information Standards Officer,
Parliament Buildings,
Ballymiscaw,
Stormont,
Belfast
BT4 3XX
Telephone: (028) 90 521137
Email: donna-marie.clark@niassembly.gov.uk

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us>