



Northern Ireland
Assembly

CCTV Privacy Notice

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1.0 Why the Northern Ireland Assembly processes personal data?

The CCTV System has been installed by the 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 Commission's notification to the Information Commissioner states 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;
- Facilitating the movement of vehicles on site.

The CCTV System will not be used:

- To provide recorded images for the world-wide-web;
- For any automated decision taking.

2.0 The lawful basis for processing personal data.

The operation of the CCTV System has been notified to the Office of the Information Commissioner, in accordance with current regulation.

The Head of Usher Services has overall managerial responsibility for the CCTV System, though day to day responsibility for data management has been devolved to the Principal Ushers.

All data will be processed in accordance with the principles of the General Data Protection Regulation 2018, summarised as outlined:

- All personal data will be processed fairly and lawfully.
- Personal data will be obtained only for the purposes specified.
- Personal data held will be adequate, relevant and not excessive in relation to the purpose for which the data is processed.
- Steps will be taken to ensure that personal data is accurate and where necessary, kept up to date.
- Personal data will be held for no longer than is necessary.
- Personal data will be processed in accordance with individuals' rights.
- Procedures will be in place to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of information.
- Information shall not be transferred outside the European Economic Area unless the rights of individuals are protected.

The processing of 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 fairly and lawfully, and in particular only in the exercise of achieving the stated objectives of the CCTV System.

3.0 The categories of personal data we are processing.

The Assembly Commission is processing personal data which can identify a living individual through its lawful capture of images recorded by the Assembly Commission's CCTV system.

4.0 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.

5.0 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'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 (NIA 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.

Requests by individuals for the release of their own personal data held on this 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.

The Information Standards Officer will then arrange for a copy of the 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 Regulation gives 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.

6.0 Do we transfer your personal data to other countries?

Personal data is not transferred to other countries.

Should a transfer to another country be required by law, the transfer will only be made if that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

7.0 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.

8.0 How do we use your personal data to make decisions?

The CCTV system will not be used for any automated decision making.

9.0 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 and to 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.

10.0 Making a Request for CCTV Images. (Subject Access Request)

If you wish to view an image which may have been recorded on our CCTV system, we need you to provide our Information Standards Officer with a few details. This information may help us locate the material that you are requesting.

Information Requirement

The following information is required about the person who is requesting the images:

- First Name and surname
- Address and post Code
- Country
- Contact details, either telephone Number (inc STD code) or email
- Whether you require a copy of the data or only to view it.
- Reason for Request

Searching our CCTV archives

To enable us to conduct an effective search of our CCTV archives, please supply the following:

- A recent full face photograph of yourself with your signature on the rear.
- Description of clothing that you were wearing
- Date and time of occurrence.
- Brief description of occurrence.
- Occurrence location.
- Whether internal or external to Parliament Buildings.

Proof of Identity

To help to establish your identity your request must be accompanied by two official documents that clearly show your >

- Name

- Current Address

Charges

A fee may be charged for each Subject Access Request.

11.0 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: martina.dalton@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>

Template Privacy Notice Data Controller Name: Northern Ireland Assembly Commission
Address: Parliament Buildings, Ballymiscaw, Stormont, Belfast BT4 3XX Telephone: (028) 90 521137 Email: Information Standards Officer: Martina Dalton Email: martina.dalton@niassembly.gov.uk Tel: (028) 90521147

Why are you processing my personal information? • State the purpose of processing i.e. for payment in relation to a contract

What is the lawful basis for processing my personal information? • Outline the lawful basis for processing i.e. legislation, contract, public task, vital interests ([please refer to ICO guidance](#)) • **ONLY if you are relying on consent to process personal data.** o Describe how you obtain and record consent. o State that they may withdraw consent for this processing, by contacting/by deleting etc... o If you do any direct marketing, you need to refer to this in the privacy notice. See [ICO guidance](#).

What categories of personal data are you processing? • List any [special categories of personal data](#) you are processing i.e. race/ethnicity, trade union membership, genetic data, biometric data.

Where do you get my personal data from? • State the source of the personal data originates from, and whether it came from public accessible sources.

Do you share my personal data with anyone else? • List the types/names of organisations (internal and external) that you share with and state the reasons for sharing *e.g. We may share your data with enforcement agencies for the prevention or detection of crime...*

Do you transfer my personal data to other countries? Sometimes it may be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the GDPR.

How long do you keep my personal data? We will only retain your data for as long as necessary to process (i.e. xx) and in line with our [Retention and Disposal Schedule](#)

(If you use automated decision making or profiling) How do you use my personal data to make decisions about me? • State any automated decision making or profiling you do • Outline how decisions are made • List any consequences

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 and to 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](#) •

You have the right to object to the processing, [in specific circumstances](#) • You have rights in relation to [automated decision making and profiling](#)

How do I complain if I am not happy? If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the NI Assembly Information Standards Officer at: Email: martina.dalton@niassembly.gov.uk Tel: (028) 90521147 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>

