

# **Corporate Affairs**

## **Privacy Notice**



## **Comhairle Contae Laoise**

### **Laois County Council**

**CCTV used in the security of Laois County Council's premises and property including assisting in protecting the safety and security of staff, visitors and customers on premises throughout County Laois.**

## **1. Introduction**

Closed Circuit Television (CCTV) is used by Laois County Council for a number of purposes and involves the recording of personal data of individuals. Laois County Council is obliged to protect such personal data in accordance with the provisions of GDPR and the Data Protection Acts 1988 – 2018.

The purpose of this Privacy Statement is to describe, in clear and concise terms, the personal data the Laois County Council's CCTV systems may collect about individuals, why it is needed, how it is used and how individuals may interact with the Council in relation to the use of their personal data by the CCTV systems. It also outlines the rights of individuals under data protection legislation in relation to the processing of their personal data.

## **2. Requirement for a Privacy Statement**

Laois County Council has created this privacy notice to demonstrate our firm commitment to privacy and to assure you, that in all your dealings with the Council, the Council will ensure that your data is secure and that it is:

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement which is available [here](#).

## **3. What is the activity referred to in this Privacy Statement?**

The use of CCTV technology throughout the County of Laois for the purpose of assisting in the security of Laois County Council's premises and property including assisting in the protecting the safety and security of staff, visitors and customers on Council premises throughout the County. CCTV signs relating to the operation of CCTC systems by Laois County Council are in place in these locations.

## **4. What is the lawful basis for the processing of this personal data?**

Under Data Protection, the processing of personal data requires a legal basis. The legal basis for Laois County Council's use of CCTV systems to process personal data consists of any one or more of the following:

- The processing is necessary for compliance with a legal obligation to which Laois County Council is subject;
- The processing is necessary for the performance of a task carried out in the public interest or in the exercise of an official authority vested in Laois County Council;

- The processing is necessary for the purposes of the legitimate interests pursued by Laois County Council.

## **5. What personal information is collected by the Council and why do we need it?**

The personal data processed by Laois County Council's CCTV systems consist of the following:

- Images of individuals,
- Images of activities carried out by individuals, and
- Images of number plates of individual.

## **6. How is my personal data obtained?**

Personal data obtained by CCTV systems will be recorded by cameras that are in fixed locations.

## **7. Why is your personal data processed by the Council?**

Personal data is processed by Laois County Council in order to:

- To protect and safeguard the health and safety of Laois County Council staff, elected members, customers, visitors and contractors on Laois County Council property.
- To protect and safeguard the security of premises both internally and externally and the plant, equipment and property under the remit of Laois County Council.
- To monitor the perimeter of Laois County Council buildings and depots.
- To capture images of intruders or individuals damaging property, removing goods without authorisation or behaving in a manner which presents a threat to Laois County Council staff, elected members, customers, visitors and contractors.
- To detect and prevent illegal activities, i.e. littering and the prosecution of same.
- Other purposes as permitted in accordance with Sections 41, 60 and or 71 of the Data Protection Act 2018, where necessary and proportionate.

## **8. Is my personal data shared with other organisations or accessible to other persons?**

On occasion and in limited circumstances, Laois County Council may, in order to fulfil a statutory or regulatory obligation or in the public interest share personal data with other organisations or agencies, i.e. our insurers, our legal representatives, the Health and Safety Authority etc. In addition, data may also be shared with third party companies who have been engaged by the Council to monitor, maintain and/edit or redact our CCTV systems. .

It may also be supplied to An Garda Síochána for the purposes of securing public order and safety in public places by facilitating the deterrence, prevention, detection and prosecution of offences.

## **9. How is my personal data processed?**

Access to data (images) is strictly controlled and restricted to relevant staff. Any processing of data by third party processors is subject to a Data Processing Agreement which includes safeguards regarding the non-disclosure and confidentiality of data.

## 10. Records Retention Policy

Data recorded on CCTV systems will be retained for no longer than is considered necessary. Usually, data recorded on CCTV systems will not be retained by Laois County Council for longer than 28 days. However, this period may be extended where the data is required for evidential purposes and/or legal proceedings.

## 11. Your Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. If the data held by the Council is found to be inaccurate you have the right to change, remove, block, or object to the use of, said personal data. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy; the Council will take steps to verify your identity before granting access to personal data.

In addition, Data Subjects have a right to;

- exercise data portability, i.e., obtain a transferable copy of information the Council holds to transfer to a third party/provider
- obtain details of any transfer of data to a third country (outside the European Economic Area) and safeguards in place
- obtain details of any automated decision making.

To exercise these rights, you can make a Subject Access Request. Laois County Council has developed a Subject Access Request Policy and application form, copies of which are available here. For all enquiries relating to Data Protection you can contact the Council at:

Phone: 057 866 4000  
E-mail: [dataprotection@laoiscoco.ie](mailto:dataprotection@laoiscoco.ie)

Postal Address: Data Protection Officer,  
Laois County Council  
Áras an Chontae  
Portlaoise  
Co. Laois  
R32 EHP9

If you are not satisfied with the outcome of the response you receive from the Council in relation to your request, then you are entitled to make a complaint to the **Data Protection Commissioner** who may investigate the matter for you. The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

Phone: 076 104800 or 057 8684800  
E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
R32 AP23

