

## **The Civic Theatre Fair Processing Notice regarding the use of CCTV Devices**

The intention of this fair processing notice is to inform employees, customers and members of the public of the purpose of the theatre's Closed Circuit Television (CCTV) devices and to respond to frequently asked questions relating to Data Protection and citizen privacy.

### **What is the organisation's purpose for using CCTV Devices?**

CCTV is used by the Civic Theatre on its entrance and exit for the purposes of Health and Safety of employees and members of the public, and for the investigation of accidents, near miss incidents and general service support issues.

### **What will the organisation be doing with the images?**

The video and audio footage will be used to provide evidence to defend the Civic Theatre against insurance claims in order to provide a detailed record of an incident.

### **Who is the Data Controller of the images recorded?**

The Civic Theatre remains the data controller for all retained footage recorded on CCTV devices.

### **What are the problems this is supposed to address?**

The problems addressed by using these devices include fictitious insurance claims, incidents of verbal and physical abuse against Civic theatre staff and complaints by members of the public.

### **What are the benefits of using CCTV devices?**

- The use of CCTV has the potential to significantly improve the quality of evidence provided by the Civic Theatre to successfully defend insurance claims.
- CCTV will reduce the time spent investigating insurance claims.
- CCTV can ensure witness statements are a true and accurate reflection of events.
- CCTV can act as a deterrent in cases of potential verbal and physical abuse.
- CCTV will assist the Civic Theatre's ability to successfully prosecute offenders.

### **Can less privacy intrusive solutions achieve the same objective?**

Civic Theatre staff will use a variety of methods to gather evidence. Discretion will be used when deciding which method is most suitable for obtaining information and will refer to Article 8 of the Human Rights Act when considering a citizens' privacy.

### **How long will you keep the recorded images for?**

Recorded images that are considered to be non-evidential will be retained for a period of no longer than 31 days, at which point it will be deleted. Any images that

may become evidential will be retained for a suitable period or until any claim has been fully resolved.

**Can I request to see a copy of the footage of me that you hold?**

Any person can make a request for information held about them by the Civic Theatre. You can make a request by contacting Niamh Ferry on 014627460 or emailing [niamh@civictheatre.ie](mailto:niamh@civictheatre.ie).