

CCTV Policy as it relates to Candidates and other Visitors to PAS

This building has a CCTV system in place for security reasons in all of the lift lobbies, Stairwells and the basement. CCTV cameras have been installed in the SMART CENTRES and the CAREERS STORE in order to ensure the safety and security of personnel and assessment material.

Footage will only be made available on the approval of senior management to identified PAS personnel, or to external parties (e.g. An Garda Síochána) in relation to the investigation of incidents in relation to the areas covered in the following paragraph.

CCTV footage may be accessed by this Office in the interests of preventing or investigating interference with property, or harm to persons in the Office; to ensure the safety and security of assessment material or the assessment process; for health and safety reasons; or to help investigate any complaints involving harm to persons or interference with property. This footage may also be used in relation to any of the above areas and to assist with any criminal investigations. Footage will only be used to assist with serious issues which may occur. Footage may also be used to assist with responding to issues raised in a candidate's requests for a review of a decision made by PAS in relation to the assessment process.

PAS does not allow the use of any other type of recording equipment on its premises to protect the privacy of staff and customers and the integrity of our assessment material.

Security and Retention Arrangements

The footage is recorded on a hard drive which is retained for one month (before it is recorded over by new footage). Footage which is extracted for purposes referred to below may be retained for longer periods as part of a legal/disciplinary investigation. The footage will be viewed by Business Support staff, as required, and only those staff have access to this data on an ongoing basis. The computer on which the data can be viewed is password protected and only security staff have access to this data. The hard drives are stored in secure locations.

Third Parties to Whom the Data may be Supplied

The potential third parties are set out above.

Requests for copies of CCTV footage from An Garda Síochána (or other regulatory or investigatory bodies) will only be acceded to where a formal written (or fax) request is provided to the Data Controller stating that An Garda Síochána (other body) is investigating a potential breach of the law. To expedite a request in an urgent situation, a verbal request may be sufficient to allow for release of the footage. However, any such verbal request must be followed up by a formal written request. A log of all such requests will be maintained by the Data Controller. Any such requests must be on headed paper and quote the details of the CCTV footage required and the legal basis for the request.

If An Garda Síochána make a request to view footage on the premises this may be acceptable without a written request.

