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CIRCET IRELAND AND UK

CCTV POLICY

1. INTRODUCTION

- 1.1 Closed circuit television systems ("**CCTV Systems**") are installed in all premises under the control of Circet Networks (Ireland) Limited, Circet (UK) Limited, and/or any affiliate or subsidiary company within Ireland or the United Kingdom (together referred to as "**Circet**").
- 1.2 Circet recognise that the images of individuals captured by CCTV Systems constitutes personal data, which must be processed in accordance with Data Protection Legislation. Data Protection Legislation provides rules which apply to the collection, use and processing of information concerning individuals. It also gives individuals certain rights in relation to personal data that is held about them.
- 1.3 The purpose of this Policy is to ensure that employees, visitors and members of the general public are aware of their rights in relation to the processing of their personal data by way of Circet's CCTV Systems.

2. ABOUT THIS POLICY

- 2.1 This Policy applies to anyone whose image may be captured by any of Circet's CCTV Systems including but not limited to, Circet employees, visitors and members of the general public.
- 2.2 For ease of reference, this Policy refers to "employees", but it applies equally to others working in any capacity on behalf of Circet, including contractors.
- 2.3 This Policy and any other documents referred to in it, set out the basis on which Circet processes personal data collected from employees, visitors or members of the general public through CCTV Systems.

3. WHO IS RESPONSIBLE FOR THIS POLICY?

- 3.1 The Group Services Director of Circet has overall responsibility for the effective operation and implementation of this Policy.
- 3.2 Any questions you may have about the day-to-day application of this Policy should be referred to the Data Protection Officer (the "**DPO**") in the first instance. The DPO's contact details are set out below.
- 3.3 Circet's responsibilities include but are not limited to the following;
 - i. Ensure that the use of CCTV systems is implemented in accordance with this policy.
 - ii. Ensure that the use of CCTV systems is implemented in accordance with Data Protection Legislation.
 - iii. Oversee and coordinate the use of CCTV monitoring for safety and security purposes within Circet premises.
 - iv. Ensure that the CCTV monitoring is consistent with the highest standards and protections.

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- v. Review camera locations and be responsible for the release of any information or material stored in video tapes in compliance with this policy.
- vi. Give consideration to employees and the public's concerns regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.

4. POLICY REVIEW

- 4.1 This Policy is reviewed annually by the Group Services Director of Circet. We will also review the ongoing use of the CCTV Systems at least every twelve (12) months to ensure that their use remains necessary and appropriate, and that the CCTV Systems continue to address the needs that justified their introduction. Circet will undertake regular audits and spot checks of installed systems to ensure continued compliance with the policy and law.

5. DEFINITION OF DATA PROTECTION TERMS

'DPC' means the Data Protection Commission, the Supervisory Authority in Ireland for the purposes of Article 51 of the GDPR whose principal administrative offices are at 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland, or any replacement Supervisory Authority under Data Protection Legislation, appointed from time to time in Ireland.

- 5.1 **'Data Protection Legislation'** means all applicable laws concerning data protection and privacy in electronic communications including (1) Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (the **"GDPR"**); (2) the Data Protection Acts 1988 to 2018 and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 in Ireland; (3) the Data Protection Act 2018 and the GDPR (as retained by section 3(10) (as supplemented by section 205(4)) of the UK DPA) (**"UK GDPR"**), as such legislation shall be supplemented, amended, revised or replaced from time to time and all guidance and codes of practice issued by a relevant Supervisory Authority, such as the DPC and/or the ICO, from time to time.
- 5.2 **'ICO'** means the Supervisory Authority in the UK for the purposes of Article 51 of the UK GDPR whose principal administrative offices are at Water Lane, Wycliffe House Wilmslow - Cheshire SK9 5AF United Kingdom or any replacement Supervisory Authority under Data Protection Legislation, appointed from time to time in the U.K.
- 5.3 **'Personal data'** means information relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.
- 5.4 **'Data controllers'** are the people who, or organisations which, determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with the Data Protection Legislation.
- 5.5 **'Data processors'** include any person or organisation that processes personal data on our behalf and on our instructions. Employees of data controllers (including employees of Circet) are

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excluded from this definition but it could include suppliers which handle personal data on Circet's behalf.

5.6 **'Process', 'processed' & 'processing'** is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

5.7 **'Supervisory Authority'** means any court, regulatory agency or authority which, according to applicable laws and/or regulations (including Data Protection Legislation), supervises privacy issues and/or the processing of personal data.

6. DATA PROTECTION PRINCIPLES

6.1 The Data Protection Legislation places an obligation on Circet, as a data controller, to observe a number of data protection principles. In summary these include that personal data must be:

- (a) obtained and processed fairly;
- (b) kept only for one or more specified, explicit and lawful purpose(s);
- (c) kept safe and secure;
- (d) kept accurate, complete and up to date;
- (e) adequate, relevant and not excessive; and
- (f) retained for no longer than is necessary for the purpose(s).

7. DATA PROTECTION COMPLIANCE

7.1 Circet is committed to complying with its obligations under Data Protection Legislation and with the guidance of the DPC or the ICO (as applicable) in relation to the operation of the CCTV Systems.

7.2 Circet is the data controller(s) of images/footage of individuals captured by way of the CCTV Systems.

7.3 The purpose of this Policy is to:

- 7.3.1 outline how and why Circet will use the CCTV Systems, and how Circet will process the personal data collected by the CCTV Systems;
- 7.3.2 ensure that the legal rights of employees, visitors and members of the general public, relating to their personal data, are recognised and respected;
- 7.3.3 ensure that all employees of Circet and members of the general public are aware of the location and purpose of the CCTV Systems operated by Circet; and
- 7.3.4 explain how any individual whose image is captured by the CCTV Systems can exercise their rights under Data Protection Legislation in respect of personal data processed by Circet.

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8. PURPOSES OF PROCESSING

8.1 Circet has a responsibility to protect its property, equipment and resources as well as to provide a sense of security to its employees, visitors and members of the general public. The CCTV Systems are installed at Circet's premises for the purposes of:

- (i) enhancing the security of Circet's premises, and property;
- (ii) deterring and detecting criminal activity and anti-social behaviour (including theft and vandalism);
- (iii) investigating accidents or dangerous occurrences and to assist in the resolution of incidents and the establishment of claims by Circet or the defence of claims against Circet;
- (iv) assisting in investigating complaints, allegations, accidents, health, safety, and security incidents in accordance with employee disciplinary procedures;
- (v) assisting in identifying, apprehending and prosecuting offenders and;
- (vi) identifying vehicle movement problems around the site/company property

8.2 Circet do not use CCTV to monitor employee performance in real time.

9. LAWFUL BASIS FOR PROCESSING

9.1 Under Data Protection Legislation, the processing of personal data requires a lawful basis. The processing of personal data by way of the CCTV Systems is necessary for the purposes of Circet's legitimate interests. Specifically, these legitimate interests include:

- (i) protecting Circet employees, buildings, vehicles and other assets;
- (ii) protecting and promoting the health and safety of employees, and members of the general public captured by the CCTV Systems;
- (iii) ensuring fair outcomes in the context of employee disciplinary proceedings and investigations; and
- (iv) ensuring that the interests of Circet are adequately protected in the event of workplace accidents or other incidents.

10. CCTV LOCATION NOTIFICATION AND SIGNAGE

10.1 The CCTV system has installed cameras across various Circet locations /sites. These locations include for example.

- Entry/Exit Areas and gates
- Reception areas
- Work Areas
- Car Parks and garages

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- The premises
- Storage areas

10.2 Cameras shall be sited in such a way that they only monitor those spaces which are intended to be covered by the system, and will not be installed in areas where people have a reasonable expectation of privacy such as toilets, shower rooms, canteens etc.

10.3 Easy to read and well-lit signage is in place at each location in which CCTV Systems are sited to indicate that CCTV Systems are in operation.

10.4 Care should be taken to ensure that no footage of private property, external to the premises or areas of work is recorded.

11. STORAGE AND RETENTION

11.1 Data Protection Legislation provides that personal data shall not be kept for longer than is necessary for the purposes for which they were obtained. The images/footage captured by the CCTV Systems will be retained for a maximum of thirty (30) days, except in the event of an incident where it may be deemed necessary for Circet to retain it for a longer period.

11.2 The images/footage will be stored in a secure environment with a log of access kept. Access will be restricted to authorised personnel, who require access in accordance with the limited usage purposes of the CCTV Systems.

11.3 In certain circumstances, the footage may also be viewed by other individuals, in order to achieve the objectives set out in this Policy and satisfy Circet's obligations as a data controller under Data Protection Legislation. When CCTV footage is being viewed, access will be limited to authorised individuals on a need-to-know basis.

12. THIRD PARTY ACCESS

12.1 In certain limited circumstances, footage from the CCTV Systems may be disclosed to:

- (a) An Garda Síochána in Ireland or the relevant Police force in the United Kingdom where Circet (or its or their agents) are required by law to make a report regarding the commission of a suspected crime or in the defence of same;
- (b) An Garda Síochána in Ireland or the relevant Police force in the United Kingdom on foot of a request, when a crime or suspected crime has taken place;
- (c) to any data subjects (or their legal representatives), pursuant to an access request under Data Protection Legislation where the time, date and location of the footage is furnished to Circet;
- (d) Circet's insurance providers (and their legal advisors) where the insurance company requires same in order to pursue or defend a claim for damage done to the insured property;
- (e) to third party service providers which provide security services to Circet where required for this purpose. Where this occurs Circet will ensure the following:

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- i. A contractual relationship between the Circet and the third party outlining the data processing particulars.
 - ii. the third party has given appropriate guarantees regarding the security measures they take in relation to the images.
 - iii. Circet shall have in place appropriate and adequate procedures to ensure those guarantees are met including a right of access to the contractor's premises or systems.
 - iv. the written contract makes it explicit that the third party can only use the images in accordance with the instructions of Circet.
 - v. the written contract makes the security guarantees provided by the third party explicit, including the length of time data is to be stored.
- (f) to any other third party where Circet has a legal obligation to do so.

Requests for copies of CCTV footage should be made in writing to the contact details at section 14 below.

13. DATA SUBJECT RIGHTS

13.1 Data Subject Access Requests

- 13.1.1 On written request, any person whose image has been captured by the CCTV Systems has a right to be given a copy of the information recorded which relates to them, subject to certain limited exceptions. If an image is of such poor quality as not to clearly identify the individual, that image may not be considered to be "personal data" as defined under Article 4(1) of the GDPR and may not be disclosed by Circet.
- 13.1.2 In order to make a data subject access request, applications should be made in writing to Circet by contacting us as set out below. Please provide all the necessary information to assist Circet in locating the recorded CCTV images, such as the date, time and location of the recording.
- 13.1.3 Please submit the request at the earliest possible date. As images recorded by the CCTV Systems are retained for thirty (30) days, Circet will implement a procedure to retain the footage for longer than this period while preparing a response to a data subject access request. However, if a request is submitted at the end of the retention period, it may not be possible to comply with the request. In the unlikely event that this arises Circet will give reasons when responding to the request.
- 13.1.4 In giving a person a copy of their personal data, Circet may provide a still/series of still pictures or a disk, USB or other data storage device containing relevant images. However, other people's images will be obscured before the data is released.

13.2 Right to erasure of personal data

- 13.2.1 All individuals captured by the CCTV Systems have the right to request that their personal data be deleted or removed from the Circet systems and records. However, this right only applies in certain circumstances and there may be circumstances in which Circet are entitled or obliged not to comply with the request.

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13.3 Right to object to processing of personal data

13.3.1 All individuals have the right to object to Circet's use of their personal data in certain circumstances. However, Circet may continue to use that individual's personal data, despite their objection, where there are compelling legitimate grounds to do so or Circet need to use the individual's personal data in connection with any legal claims.

13.4 Right to complain to the relevant data protection authority

13.4.1 Any individual who thinks that Circet have processed their personal data in a manner that is not in accordance with the Data Protection Legislation can contact Circet, using the information set out below.

13.4.2 Any individual not satisfied with the response received from Circet in relation to the request, is entitled to make a complaint to the DPC or ICO office (as applicable) which may investigate the matter on their behalf. The DPC's website is www.dataprotection.ie or they can be contacted at their office by email at info@dataprotection.ie or by post to Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28. The ICO's website is www.ico.org.uk and complaints can be made via this website or they can be contacted via telephone on +44303 123 1113 or using the live chat function on their website.

13.5 Rights in relation to automated decision making, including profiling

13.5.1 Circet do not use any automated decision making or any facial recognition software in CCTV systems. If this process changes, we will update the CCTV policy and privacy notices to reflect this.

14. CONTACT US

14.1 If you have any comments or queries on this Policy or our implementation of the CCTV Systems, or if you wish to exercise any of your data protection rights, you can contact us as set out below.

14.2 Enquiries to DPO@circet.ie.