

## **Clare County Library & Museum - CCTV Data Protection Policy**

Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of Data Protection Acts.

### **Purpose of Clare County Library CCTV systems**

Clare County Library & Museum has CCTV systems in operation in library and museum buildings to protect premises and property and to safeguard personnel and members of the public.

### **Signage**

Signs indicating the operation of CCTV cameras are clearly displayed in those library and museum buildings where they are operational. These signs include contact details so that persons who wish to discuss the processing of their personal data on CCTV can do so.

### **Access requests from data subjects**

Individuals whose image has been captured on CCTV are entitled to seek and be supplied with a copy of their own personal data from the footage held. To exercise this right, individuals must:

Make the request in writing, stating the approximate time and specific date or dates on which their image was recorded. Requests should be sent to the Data Protection Officer, Clare County Library HQ, Mill Road, Ennis, Co. Clare V95 FX32 or by email to [mailbox@clarelibrary.ie](mailto:mailbox@clarelibrary.ie).

The library and museum will comply with the request, provided that the footage requested is still held.

Requests will be dealt with within 30 days.

For further information on Clare County Council's data access request policy, see <http://www.clarelibrary.ie/eolas/data-protection-data-access-requests-policy-18436.pdf>

### **Right of complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you receive from Clare County Library or Museum 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:

Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois R32 AP23 Lo Call Number: 1890 252 231 Email: [info@dataprotection.ie](mailto:info@dataprotection.ie) **Further information**

The designated data protection officer for the library and museum service is a Senior Executive

Librarian at Library HQ. This person can be contacted at Clare County Library HQ, Mill Road, Ennis, Co. Clare, V95 FX32 at [mailbox@clarelibrary.ie](mailto:mailbox@clarelibrary.ie) or by phone on 065 6846350. For Clare County Library data protection policies see [http://www.clarelibrary.ie/eolas/data\\_protection.htm](http://www.clarelibrary.ie/eolas/data_protection.htm).

For further details see: [Clare County Council Privacy Statement](#)