

## **PN03 CCTV PRIVACY NOTICE**

This privacy notice tells you what to expect when Central Procurement & Supplies Unit (CPSU) collects personal information about you, in this case, static or moving imagery via CCTV or surveillance systems as you pass in front and through the CPSU head office and storage area in San Gwann. CPSU is committed to protecting your personal information, safety and security when you use CPSU services. We are legally obliged to use your information in line with all applicable laws concerning the protection of personal data, including the General Data Protection Regulation (GDPR).

### **1. What information will we collect about you?**

When you pass by or through the CPSU premise / stores we may collect static or moving imagery via CCTV or surveillance systems.

### **2. How will CPSU use the information it collects about me?**

CPSU may use CCTV/surveillance imagery for several purposes including but not limited to the following:

- To maintain the safety and security of the CPSU staff and stakeholders
- For investigative purposes or as evidence to support any formal follow-up to CPSU incidents
- In response to a Data Subject Access Request

The lawful justification for collecting and using CCTV/surveillance imagery is that there are legitimate interests to do so. CCTV and surveillance imagery may be handled and used by the following recipients to maintain a safe, secure and efficient operation:

- CPSU top management
- CPSU HR personnel managing the CPSU Stores Security Section

We will keep your information within CPSU except where disclosure is required by law, for example to government bodies, law enforcement agencies or in response to a subject access request.



All requests for access to CCTV footage should be made in writing to CPSU's Data Protection Officer and must be accompanied by the Data Subject Access Request form and the CCTV Request form. All requests will be treated as a Subject Access Request under the GDPR.

### **3. How long will CPSU keep my information?**

Please note that we only retain footage for 5 days after it has been recorded. Imagery is retained in a secure environment and is only accessible by authorised personnel who have a legitimate reason to do so.

### **4. What rights do I have over my personal data?**

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, please contact our Data Protection Officer at [dpo.cpsu@gov.mt](mailto:dpo.cpsu@gov.mt)

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Officer, in writing, at [dpo.cpsu@gov.mt](mailto:dpo.cpsu@gov.mt) or at CPSU(Head Office), UB002, Industrial Estate, San Gwann. Our Data Protection officer will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the Information & Data Protection Office (IDPC) located in Sliema and file a complaint with them.

#### **Office of the Information and Data Protection Commissioner**

Floor 2, Airways House, Triq Il-Kbira, Tas-Sliema SLM 1549, Malta

[idpc.info@idpc.org.mt](mailto:idpc.info@idpc.org.mt)