



## **CCTV Surveillance Cameras Policy for Block D & E, Agriculture Directorate, Rural Affairs Department, MAFA**

### **Scope**

The Rural Affairs Department deals with personal data by means of CCTV camera/s and abides by this policy with regards to the data processed by this means.

### **Background Information**

The data controller for the Rural Affairs Department is the Director General.

The data protection officer representing the Rural Affairs Department may be contacted as follows:

#### **ADDRESS**

Block E, Agriculture Research and Innovation Hub, Marsa Malta

#### **Telephone**

(+356) 22924371

#### **Email**

[dataprotectionrad.mafa@gov.mt](mailto:dataprotectionrad.mafa@gov.mt)

Data subjects will have a right of access to data being processed as per Chapter III (Article 15) of the General Data Protection Regulation. (Please refer to section relating to Access, below). Data subjects are also hereby informed of their right to lodge a complaint with the Information and Data Protection Commissioner.

The Information and Data Protection Commissioner may be contacted as follows:

#### **ADDRESS**

Information and Data Protection Commissioner

Level 2, Airways House

High Street

Sliema SLM 1549

Malta

#### **Telephone**

(+356) 2328 7100

#### **Email**

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

### **Location & Purpose**

CCTV surveillance is installed in Blocks D & E, Agriculture Directorate, Rural Affairs Department's premises. Affixed notices are placed in prominent and easily visible places within the monitored area. The purpose of surveillance is to ensure security. Relevant footage will not be used for any other purpose other than the one intended. Processing for a distinct activity that is not compatible with the original reason for which cameras were installed will only be done if prior notice is given to the data subjects.

In view of Chapter II (Article 5) of the GDPR, the Data Controller justifies the use of a CCTV Surveillance Camera system for the above-mentioned purpose. The recognisable images captured by the cameras will be processed adequately, and in a relevant manner and shall be necessary in relation to the purposes of the processing as per Chapter II Article 6 of the GDPR.

### **Access to Footage & Data**

Access to the CCTV footage is restricted to authorised personnel only. The Data Controller shall authorise further access to footage if so required when relevant to the purpose/s specified above.

Any criminal activity caught on camera will be disclosed to law enforcement authorities after filing a Police report.

The Rural Affairs Department, MAFA undertakes to comply with a strict security policy vis-a-vis the access to recorded images. Any internal access to visual images by the Agriculture Directorate, Rural Affairs Department, or any disclosure of such images further to a request by a law enforcement authority or by the data subject shall be logged and kept as evidence.

### **Right of Access**

Any individual whose personal data is held by the Rural Affairs Department in the form of CCTV recording, can request access to that recording. The Data Controller is obliged to provide access to the footage without disclosing the identity of third parties.

If an individual is not satisfied with the reply as provided or with the manner of access that has been granted, the matter may be referred to the Information and Data Protection Commissioner who will investigate the case and ascertain that the right of access is properly granted.

Right of access request shall be made in writing and addressed to the Controller.

### **Retention Period**

Personal data is retained for 7 days. This period is the necessary period for which the data was obtained. After the lapse of this period, images/footage are automatically deleted/overwritten. If data is extracted in relation to unacceptable behaviour leading to a criminal investigation it will be held for the period required to satisfy said legal claims, and securely erased after such activities are exhausted.

### **Conclusion**

This policy provides the reasons and means of processing using a CCTV Surveillance System within the Rural Affairs Department, MAFA, whilst ensuring that the rights of the data subjects are not infringed, by processing personal data adequately, not more than necessary and making sure that data is not kept for a period longer than necessary in conformity with Data Protection Legislation.

Date: 06/03/2023