

CCTV

1. The RMA has in place a closed circuit television system (CCTV) within its offices for security purposes for example:
 - 1.1. For the prevention, reduction, detection and investigation of crime
 - 1.2. To ensure a safe and secure environment for staff and visitors
 - 1.3. Prevent the loss of or damage to RMA property and assets
2. The RMA adheres to the [ICO Code of Practice for surveillance cameras](#)
3. The RMA may review CCTV to confirm access to the office and would not disclose information from the CCTV to a third party unless it is required to detect or prevent crime where it may be disclosed to the Police. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

Compliance with Data Protection

4. In its administration of its CCTV system, the RMA complies with the GDPR and the DPA 2018. Due regard is given to the data protection principles embodied in GDPR. These principles require that personal data shall be:
 - 4.1. Processed lawfully, fairly and in a transparent manner.
 - 4.2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
 - 4.3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
 - 4.4. Accurate and, where necessary, kept up to date.
 - 4.5. Kept in a form which permits identification of the data subjects for no longer than is necessary for the purposes for which the personal data are processed.
 - 4.6. Processed in a manner that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Subject Access Requests

5. Individuals have the right to request CCTV images relating to themselves under the subject access provisions of the Data Protection Laws. "Subject Access Requests" should be submitted in writing to the Governance Officer with proof of identification.
6. In order to locate the images on the CCTV system, sufficient detail must be provided by the data subject in order to allow the relevant images to be located and the data subject identified.

7. Where the RMA is unable to comply with a Subject Access Request without disclosing the personal data of another individual who is identified or identifiable from that information, it is not obliged to comply with the request unless satisfied that the individual has provided their express consent to the disclosure, or it is reasonable, having regard to the circumstances, to comply without consent of the individual.

Contact us

8. If you need to get in touch with us about this Privacy Policy or your Personal Data that we process, please contact the following:

Data Protection Officer:

Email: info@rma.gov.scot

Tel: 0141 278 4478

Risk Management Authority 7 Thread Street

Paisley PA1 1JR

