



Energy for
generations

ESB CCTV Data Protection Policy

Policy Author:	ESB Data Protection Office
Policy Owner/Approved By:	Company Secretary
Version No.:	1.0
Review Cycle:	Three Years
Next Review Date:	December 2026
Legal Oversight	Yes

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1 INTRODUCTION

Closed Circuit Television Systems (“**CCTV Systems**”) are installed in ESB offices and properties that include, but are not limited to, storage and warehouse facilities, carparks, depots, substations and generation assets.

Images, video footage and/or sound recordings captured by CCTV Systems which relate to identifiable persons are considered personal data under the EU General Data Protection Regulation (“**GDPR**”) and are subject to that Regulation, the Irish Data Protection Acts 1988 to 2018 and Irish and EU ePrivacy legislation. Similar laws apply in the United Kingdom. (These laws are referred to in this Policy as “**Data Privacy Laws**”). As the controller of this personal data, ESB Group companies must ensure that this data is collected and processed in accordance with these Data Privacy Laws.

For ease of reference, references to ESB in this Policy mean ESB and/or the applicable ESB Group company.

2 PURPOSE OF THIS POLICY

The purpose of this Policy is to set out the data privacy and related conditions for use of CCTV Systems by ESB and to ensure that images, video footage and/or sound recordings (referred to in this policy as “**CCTV Data**”) is captured, stored and used in accordance with Data Privacy Laws and ESB’s Data Protection Policy.

This policy should be read in conjunction with ESB’s Data Protection Policy available on the HUB and ESB’s Privacy Notices available at [ESB and Your Data](#).

3 PURPOSE OF CCTV SYSTEMS

CCTV surveillance is carried out by ESB for the following purposes:

- To facilitate remote monitoring and operation of ESB plant and equipment for security purposes;
- To prevent and investigate criminal, malicious or anti-social behaviour at ESB premises;
- To prevent and investigate unauthorised access to ESB premises or theft of ESB property or assets;
- To promote and ensure the safety and security of ESB staff, contractors and visitors by helping to secure a safe environment at ESB premises and sites;

CCTV Systems are not used to systematically monitor the movements of staff, contractors or visitors. However, CCTV Data showing persons committing unlawful acts and/or acting in breach of ESB’s policies, may be used as evidence in any subsequent investigation.

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4 SCOPE

This policy applies to all use of CCTV Systems by or on behalf of ESB at ESB offices and properties in the EU and the United Kingdom and to all use of CCTV Data by or on ESB's behalf. All ESB staff with responsibility for operating CCTV Systems and/or having access to CCTV Systems / CCTV Data are expected to ensure that their use of CCTV Systems / CCTV Data complies at all times with this policy.

5 JUSTIFICATION AND LAWFUL BASIS FOR USE OF CCTV SYSTEMS

The use of CCTV Systems to monitor ESB premises and sites for the foregoing purposes is deemed justified and proportionate by ESB in pursuit of its legitimate interests in protecting the security and integrity of ESB premises and assets and to mitigate against the risk of injury to ESB employees, contractors, visitors, and to the general public.

The data controller in respect of CCTV Data at ESB premises and sites is ESB, or, in some cases, a subsidiary company of ESB.

6 LOCATION OF CAMERAS

The location of CCTV cameras is a key consideration. Cameras will be sited in such a way that they only monitor those spaces which are intended to be covered by the CCTV System. ESB endeavours to select locations for the installation of CCTV cameras which are least intrusive, and which respect the privacy of individuals. ESB will only use CCTV cameras and CCTV Data for the purposes set out in this policy.

Cameras will be positioned so as to facilitate the monitoring and recording of external and internal areas at ESB premises and placed in such a way as to prevent or minimise the monitoring and recording of passers-by, or of third-party private property. An "internal area" typically includes common areas such as lobbies, lifts, corridors, reception areas, communication rooms and control centres.

7 NOTIFICATION & SIGNAGE

This policy will be made available to staff through the employee intranet and will be publicly available on ESB's website. Appropriate signage will be placed at each location at which a CCTV camera(s) is sited to indicate that CCTV Systems are operating. Signage will include (or contain information on how to access) the following information:

- The identity and contact details of the data controller, *i.e.* ESB, or an ESB subsidiary company;
- The contact details for ESB's Data Protection Officer;
- The purposes for which CCTV Data is collected and processed (as set out in this policy);
- Any third parties to whom CCTV Data may be disclosed;
- The security arrangements for the CCTV Data;
- The retention period for CCTV Data; and

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- The existence of data subject rights and the right to lodge a complaint with the DPC;

In compliance with the foregoing requirements, this policy will be posted on ESB's website and CCTV signage will contain a link to the URL at which this policy, ESB's Data Protection Policy and ESB's Customer Privacy Notice can be found.

Appropriate locations for signage include:

- entrances to premises i.e., external doors and gates;
- reception areas at ESB premises,
- lifts; and
- at or close to internal CCTV cameras.

8 STORAGE & RETENTION

CCTV Data will be retained solely for the purpose(s) for which it was captured, for no longer than is necessary for such purposes, and will then be deleted, except where it identifies an incident which requires investigation. CCTV Systems on which CCTV Data is stored will be stored in restricted and secure environments. Access to CCTV Systems and CCTV Data will be restricted to authorised personnel. Supervising access to and maintenance of CCTV Systems is the responsibility of the relevant designated / authorised persons.

9 ACCESS

CCTV Data may be accessed by or provided to:

- authorised ESB personnel,
- third parties retained by ESB to operate CCTV Systems and/or provide security services;
- individuals (or their authorised representatives) where requested under and in accordance with Data Privacy Laws or on foot of a court order or other legal requirement;
- ESB's insurers where requested in connection with damage to ESB premises or assets or injury to a person;
- An Garda Síochána and other state bodies or agencies that have a legal entitlement to access it.

10 SECURITY COMPANIES

Where a CCTV system is controlled by a third-party security company contracted by ESB the following applies:

- Cameras must be installed and controlled by contractors certified by the Private Security Authority.
- ESB will implement a written contract with the security company. This contract will detail the areas to be monitored, for how long CCTV Data is to be stored, what the security company may do with the CCTV Data, what security standards will be in place, and what verification procedures apply.

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11 IMPLEMENTATION & REVIEW

This policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines e.g., from the Data Protection Commission, An Garda Síochána, new legislation and/or feedback from staff and others.

Implementation of and adherence to this policy will be monitored by designated personnel and the Data Protection Officer and reported as appropriate to Executive Management and the Audit & Risk Committee.

12 POLICY VIOLATIONS

Breaches of this policy should be reported to the ESB Data Protection Officer, contact details below. Any action in breach of this Policy by an employee is a disciplinary matter and will result in disciplinary procedures being invoked. This may result in penalties being imposed (up to and including dismissal).

Any action in breach of this Policy by a contractor or third party engaged by ESB will be reported to the relevant person's employer and may result in termination of the contract between ESB and the relevant third-party company.

13 RAISING A CONCERN OR MAKING A DATA SUBJECT ACCESS REQUEST

The General Data Protection Regulation (GDPR), under Article 15, gives individuals the right to request a copy of any of their personal data which are being 'processed' by a data controller. Persons whose image has been recorded by ESB CCTV Systems are entitled to request a copy of their personal data. Any person making such a request should provide a reasonable indication of the date and time of the CCTV footage that they are looking for. Request of this type should be made to the ESB Data Protection Office (contact details below).

Concerns in relation to this policy and/or data subject access requests can be raised with / made to ESB's Data Protection Officer; email dpo@esb.ie or via post at Data Protection Officer, ESB, 27 Fitzwilliam Street Lower, Dublin 2, D02 KT92, Ireland.