



Dundalk Institute of Technology

CCTV Privacy Notice

Version 1.0

Internal Use Only

Revision History				
Version	Date	Classification	Owner	Summary of Changes
1.0	March 2026	Public	DPO	Initial Version of Document

Approval

This document requires the following approvals:

Name	Title	Date
Executive Board	Executive Board	29.04.26
Audit, Risk & Compliance	Audit, Risk and Compliance Committee	09.07.26
Governing Body	Governing Body	14.07.26

Review Date	July 2028
-------------	-----------

Dundalk Institute of Technology CCTV Privacy Notice

By entering the premises of Dundalk Institute of Technology (DkIT), you acknowledge that your images shall be processed by the CCTV system of DkIT. This Privacy Notice gives you some helpful information about who we are, what CCTV images we collect, why, who we share it with, how long we keep it, and your rights. If you need more information, please see our Data Processing Policy and/or our CCTV Policy available at www.dkit.ie

1. This privacy notice relates to Dundalk Institute of Technology. DkIT's address and contact details are:

Dundalk Institute of Technology, Dublin Road, Dundalk, Co. Louth, A91 K584.

Telephone: 042 93 70200, Email: info@dkit.ie Website: www.dkit.ie

DkIT is a leading higher education provider located in Dundalk, County Louth, Ireland. Established in 1971 DkIT has become a prominent centre for higher education, research and innovation along the Belfast-Dublin corridor. DkIT offers a wide range of programs including undergraduate and post graduate courses, DkIT is committed to providing high-quality education. DkIT's teaching and research experience is divided across four Academic Schools of Business & Humanities; Engineering; Health & Science and Informatics & Creative Arts.

Further information can be found on DkIT's website <https://www.dkit.ie/>

2. DkIT operates closed circuit television systems ("CCTV") on its premises 24 hours a day. CCTV is used at external points on the premises (e.g., at the campus vehicular entrances, entrances doors etc.) and at certain internal points (e.g., reception area, corridors etc.) In areas where CCTV is in operation, appropriate notices will be displayed. DkIT use CCTV for security purposes; to protect premises and assets; to deter crime and anti-social behaviour; to assist in the investigation, detection, and prosecution of offences; to monitor areas in which cash and/or goods are handled; to deter bullying and/or harassment; to maintain good order and discipline and to ensure the code of behaviour is respected; to provide a safe environment for all staff and students; for verification purposes and for dispute-resolution, particularly in circumstances where there is a dispute as to facts and the recordings may be capable of resolving that dispute; for the taking and defense of litigation. For further information on how DkIT use CCTV and the legal basis for same, please go to section 3 of DkIT's CCTV Policy available on the website at <https://www.dkit.ie/>. This CCTV Privacy Notice and the CCTV Policy should be read together with DkIT's Data Protection Policy, a copy of which is also available on the website at <https://www.dkit.ie/>.
3. DkIT can legally share CCTV footage in certain situations, including:
 - With An Garda Síochána

- > for crime investigation, prevention, or legal requests
- With its legal advisors
 - > where there is a potential or actual legal dispute, where DkIT needs legal advice or where footage is required for court proceedings
- With its insurance company
 - > to assess liability, investigate claims, defend or settle legal actions
- With third-party service providers
 - > e.g., CCTV system maintenance companies (under strict data processing agreements)
- Internally
 - > for disciplinary procedures involving students or staff

These uses are standard under GDPR and Irish data protection law, as long as they're necessary, proportionate, and documented.

For further information on who DkIT share your data with, when and in what circumstances, and why, please see DkIT's Data Protection Policy which is available at <https://www.dkit.ie/>.

4. Where DkIT engages service providers based outside the European Economic Area (EEA), DkIT will ensure that any transfer of personal data is carried out in full compliance with the General Data Protection Regulation (GDPR), and that appropriate safeguards are in place to protect the data. If adequate protection cannot be guaranteed, DkIT will not engage such providers or transfer personal data to them.
5. DkIT does not engage in automated decision-making or profiling. All CCTV data and footage are subject to human review by an authorised member of staff, and no decisions are taken solely on the basis of automated processing.
6. CCTV recordings are retained for a period of 30 days. In certain circumstances, recordings may be retained for a longer period where necessary, for example:
 - a. where a break-in, theft, or other criminal activity is identified, in which case the recordings may be retained and shared with An Garda Síochána and/or DkIT's insurers and legal advisors;
 - b. where an incident involving injury or accident occurs, in which case the recordings may be retained and shared, where appropriate, with DkIT's insurers, legal advisors, and relevant regulatory bodies such as the Health and Safety Authority;
 - c. where a suspected breach of DkIT's policies or procedures arises involving a staff member or student, the recordings may be retained for the purposes of investigation and may be reviewed by authorised personnel and relevant DkIT committees or decision-making bodies in connection with disciplinary processes, appeals, dispute resolution, and verification, subject to appropriate safeguards such as redaction or pixelation to protect the personal data of third parties.

These examples are not exhaustive, and CCTV recordings may be retained for longer than

30 days in any circumstances where there is a lawful basis to do so and/or where DkIT is required to retain such data to comply with legal or regulatory obligations.

7. You have the right to exercise certain rights in relation to your personal data processed by DkIT, in accordance with the General Data Protection Regulation (GDPR). These rights include:
 1. the right to be informed if, how, and why your personal data are being processed;
 2. the right to access your personal data and obtain a copy of it;
 3. the right to have your personal data corrected or supplemented if it is inaccurate or incomplete;
 4. the right to have your personal data deleted or erased;
 5. the right to limit or restrict how your data are used;
 6. the right to data portability;
 7. the right to object to processing of your personal data; and
 8. the right not to be subject to automated decisions without human involvement, where it would significantly affect you.

It is important to note that these rights are not absolute and are subject to a number of limitations and restrictions. Certain rights apply to all processing activities, such as the right to information or to access to personal data, whereas other rights only apply in certain circumstances, such as the rights to erasure, restriction, portability, and objection. Both the GDPR and the Data Protection Act 2018 set out limitations and restrictions on these rights.

More information is available on how you can exercise your rights on the Data Protection Commission website at the following link - [Your Data](#)

8. Under the GDPR, a public authority or body is required to appoint a designated Data Protection Officer (DPO).

If you have any queries about recording of data in the context of CCTV or this policy, please contact our DPO.

Please see contact details in the table below:

Postal Address	Email	Telephone	DkIT Website
Data Protection Office Whitaker Building Dundalk Institute of Technology Dublin Road Dundalk Co. Louth A91 K584	dataprotection@dkit.ie	+353 (0)42 94 31390	Link to location on website

9. Right to make a complaint

You have the right to lodge a complaint, about how DkIT handles your personal data, to the competent supervisory authority. Please see the contact details for the Data Protection Commission (DPC) in the table below:

Postal Address	Telephone	Online	DPC Website
The Office of the Data Protection Commissioner, 6 Pembroke Row, Dublin 2 D02 X963 Ireland	01 765 01 00 1800 437 737	Contact Us Online	Data Protection Commission