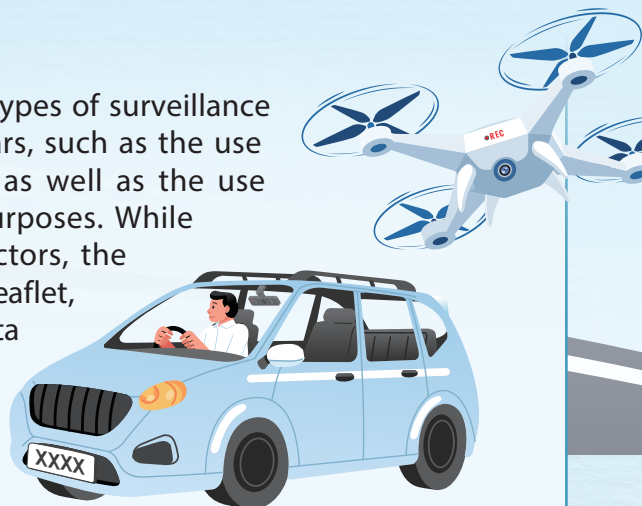




Responsible Use of Drones and In-Vehicle Cameras

With the advancement of technology, the use of various types of surveillance cameras has become increasingly prevalent in recent years, such as the use of drones for photography, surveying, and monitoring, as well as the use of in-vehicle cameras for surveillance and monitoring purposes. While these technologies bring convenience across various sectors, the privacy risks they pose should not be overlooked. In this leaflet, the Office of the Privacy Commissioner for Personal Data provides practical recommendations to data users on the responsible use of drones and in-vehicle cameras in compliance with the Personal Data (Privacy) Ordinance to protect personal data privacy.



Be a Responsible Drone Operator



Before using a drone equipped with a camera, a data user should:

Flight path  Carefully plan the flight path to avoid flying close to individuals or private premises;

Recording  Pre-define the recording criteria, including what, where and when to record as well as the quality and resolution of the footage captured, to avoid excessive collection of personal data;

Retention  Establish a personal data retention policy to facilitate the timely erasure of irrelevant recordings;

Security  Implement access control to prevent the recordings from falling into the wrong hands in the event that the drone is accidentally lost or stolen; and

Notice  Notify potentially affected individuals of the intended drone operation in advance, such as pre-announcing the drone operation by putting up conspicuous notices in the vicinity of the areas concerned and/or via public channels.

When using a drone equipped with a camera, a data user should:

Security  Use encryption for wireless transmission of images to avoid interception or unauthorised access, and safeguard the storage of the recorded footage with robust security measures;

Notice  Inform potentially affected individuals that drone operation is in progress by, for example:

- (i) Using flashing lights to indicate the operation of drone and that recording is taking place;
- (ii) Putting corporate logo on the drone;
- (iii) Requiring crew members to wear clothing that identifies the organisation; and
- (iv) Putting up notices or large banners with the Personal Information Collection Statement and contact details at launch sites.



Responsible Use of In-Vehicle Cameras



A data user should:

Providing adequate justification  Provide adequate justifications for continuous recording;

Notice and transparency  Notify passengers of the existence and functions of in-vehicle cameras;

Data security  Ensure that recordings are properly secured through physical and technical measures to prevent unauthorised or accidental access or copying; and

Handling and retention of recordings 

- (i) Establish a personal data retention policy which stipulates the retention period of recordings;
- (ii) Delete recordings containing personal data, in which no incidents have arisen or been reported, in a timely manner.



For more details on how to use drones and in-vehicle cameras responsibly and in compliance with the requirements under the Personal Data (Privacy) Ordinance, please refer to the *Guidance on the Use of Video Cameras on Drones and Vehicles*.



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