



Tips on the Use of CCTV Surveillance

As the use of CCTV surveillance for security purposes, crime prevention or monitoring of illegal activities has become increasingly common, this leaflet outlines some practical tips to help data users in using CCTV responsibly and in compliance with the Personal Data (Privacy) Ordinance (PDPO).



- 1. Install CCTV for a lawful purpose:** collect personal data only for a lawful purpose directly related to the function or activity of the data user.
- 2. Avoid unfair surveillance:** avoid using CCTV to collect personal data under unfair circumstances, for example, CCTV should not be installed in places where individuals would have a reasonable expectation of privacy (e.g. changing rooms or bathrooms).
- 3. Consider less privacy-intrusive alternatives:** assess whether the use of CCTV in the circumstances of the case is justified for achieving the relevant purpose and whether there are any less privacy-intrusive alternatives that could achieve the same purpose.
- 4. Configure CCTV system carefully:** before enabling the recording function, assess whether continuous recording is necessary, whether the use of high-resolution equipment or advanced features such as facial recognition technology is justified, and whether the extent of monitoring is proportionate.
- 5. Be transparent:** take all practicable steps to inform potentially affected individuals that they are subject to CCTV surveillance by, for example, putting up conspicuous notices in the vicinity of the monitored areas.
- 6. Delete CCTV footage in a timely manner:** ensure personal data is not kept longer than is necessary for the purpose for which the data is or is to be used, including regularly and securely deleting CCTV footage that is no longer needed.
- 7. Adopt robust security measures:** implement adequate security measures to ensure that the CCTV system and the recorded footage containing personal data is protected against unauthorised or accidental access, processing, erasure, loss or use.
- 8. Abide by limitations in data use:** unless the data subject gives express consent voluntarily or an exemption under Part 8 of the PDPO applies, recorded footage should only be used for the purposes for which it was collected or for a directly related purpose.

For more details on the responsible use of CCTV surveillance in compliance with the requirements under the PDPO, please refer to the *Guidance on the Use of CCTV Surveillance*.

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