

CCTV Surveillance

Before installing a CCTV system, a data user should take the following steps:



- Decide whether there is a pressing need to install a CCTV system;
- Find out whether there is any less privacy-intrusive alternative other than using a CCTV system;
- Establish the specific purpose of the use of the CCTV system;
- Find out the concerns of the people being affected and address them;
- Decide whether it is necessary to carry out CCTV surveillance covertly; and
- Determine the scope or extent of the surveillance.

When installing a CCTV system, a data user should ensure that ...



- The cameras are not installed in places where people are expected to enjoy privacy, such as inside a changing room;
- The CCTV system is protected from vandalism or unlawful access;
- The people affected are explicitly informed that they are under CCTV surveillance, the purpose of surveillance and the means to raise an enquiry;
- The personal data collected by the CCTV system is deleted as soon as practicable when the purpose of the surveillance is completed; and
- The effectiveness of the safeguards and procedures for the CCTV system is regularly reviewed.



Use of Drones



Drones can perform as powerful surveillance tools when fitted with cameras. Users of drones, therefore, should be mindful of the need to respect others' personal data privacy. Be a responsible drone operator!



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

- Carefully plan the flight path to avoid flying close to other people or their properties;
- Pre-define what, where and when to conduct recording to avoid collection of unnecessary personal data; and
- Develop a data retention and destruction policy to erase irrelevant recording timely.



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

- Encrypt the images transmitted wirelessly to avoid interception by unrelated parties;
- Implement access control to prevent the recording from falling into the wrong hands if the drone is lost;
- Inform affected people clearly of the operation of the drones by -
 - (i) Flashing lights to indicate that recording is taking place;
 - (ii) Making prior public announcement(s) to indicate the coverage of the upcoming the drone operations;
 - (iii) Putting corporate logo and contact details on the drone;
 - (iv) Having the crew members wear clothes with the same corporate identities; and
 - (v) Putting up big banners at "launch sites".

*For details, please refer to the content of *Guidance on CCTV Surveillance and Use of Drones*.