

If any cameras are placed at a location where those present would have a heightened expectation of privacy (see Section 6.8) or where the cameras would otherwise be unexpected and come as a surprise, an additional on-the-spot notice must be provided in the immediate vicinity of the monitored area (e.g. at the door of an individual office under surveillance)⁴¹.

A sample on-the-spot notice is provided in Appendix 2, which Institutions may wish to customise.

11.3 Video-surveillance policy on-line

By adopting a video-surveillance policy and posting it on your intranet and internet sites, you also fulfil your obligation to provide a detailed data protection notice. Thus, there will be no need to draft and post a separate on-line data protection notice.

To be able to serve as an adequate data protection notice, the following information must be integrated into your video-surveillance policy in user-friendly language and format:

- identity of the controller (e.g. Institution, Directorate General, Directorate and unit)
- brief description of the coverage of the video-surveillance system (e.g. entry and exit points, computer rooms, archive rooms),
- the legal basis of the video-surveillance,
- the data collected and the purpose of the video-surveillance (any limitations on the permissible uses should also be clearly specified),
- who has access to the video-surveillance footage, and to whom the images may be disclosed,
- how the information is protected and safeguarded,
- how long the data are kept,
- how data subjects can verify, modify or delete their information (including contact information for further questions and information on how to obtain recourse in-house), and
- the right to recourse to the EDPS at any time.

In addition, the video-surveillance policy should also provide hyperlinks to:

- the EDPS Video-surveillance Guidelines,
- the Institution's audit report/s,
- the Institution's impact assessment reports/s, and
- the EDPS prior checking Opinion, where applicable.

Appendix 1 provides a sample video-surveillance policy (which may also serve as an on-line data protection notice) for a standard video-surveillance system. This policy

⁴¹ See also Section 6.11 on covert video-surveillance.