

RULES

for the operation of video surveillance at the Public Library in the Bemowo District of the Capital City of Warsaw

§ 1.

GENERAL PROVISIONS

These Rules define the principles of processing personal data obtained through video surveillance on the premises managed by the Public Library in the Bemowo District of the Capital City of Warsaw. They also regulate the location of surveillance cameras, the procedures for recording, storing, securing and deleting data, and the conditions for disclosure of data obtained through video surveillance. Surveillance may not cover areas where image recording could violate human dignity or the right to privacy.

§ 2.

GLOSSARY OF TERMS USED IN THE RULES

The following terms used in the Rules shall mean:

1. Library - the Public Library in the Bemowo District of the Capital City of Warsaw, with its registered office at ul. Powstańców Śląskich 17, 01-381 Warsaw.
2. Video Surveillance - a system of cameras and recorders, wiring and software installed in facilities managed by the Library.
3. DPO - Data Protection Officer, a person designated by the Controller to ensure compliance with data protection regulations and to serve as a contact point for all matters related to data protection.
4. Monitored Area - the area managed by the Library where video surveillance is installed. This may include buildings, halls, reading rooms, car parks and the surroundings of buildings.
5. Controller - the controller of personal data recorded within the monitored area is the Public Library in the Bemowo District of the Capital City of Warsaw.
6. Personal Data - any information relating to an identified or identifiable natural person (data subject).
7. Processor - an entity processing personal data on behalf of the Controller.
8. Recipient - a natural or legal person to whom personal data is disclosed.

PURPOSE AND USE OF VIDEO SURVEILLANCE

§ 3.

The purpose of implementing a video surveillance system is to enhance the security of property and persons on the premises managed by the Public Library in the Bemowo District of the Capital City of Warsaw. The surveillance system is intended to improve safety, prevent vandalism and theft, antisocial behaviour, and property damage. Recording such incidents enables their identification and holding offenders accountable.

§ 4.

INFORMATION ON THE USE OF VIDEO SURVEILLANCE

1. The selection of locations to be covered by video surveillance is at the sole discretion of the Controller.
2. The Library determines the number of cameras, their technical parameters, and placement based on, among other things, security assessments of particular areas.
3. Surveillance must not be installed in spaces such as toilets, cloakrooms, canteens, smoking areas, or social facilities.
4. Video surveillance operates continuously, 24 hours a day.
5. Monitored areas are clearly marked with signs indicating that video surveillance is in operation.
6. Video surveillance may record the following categories of data: images of persons, identifying features, vehicle registration numbers, and vehicle fleet numbers.
7. Data obtained via video surveillance is not subject to profiling.
8. Informational signs must contain:
 - a) a graphic symbol indicating that the area is under video surveillance,
 - b) an information clause:



In accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR), we hereby inform you that:

1. **The controller of personal data in the form of images recorded by the surveillance system is the Public Library in the Bemowo District of the Capital City of Warsaw, with its registered office at ul. Powstańców Śląskich 17, 01-381 Warsaw.**
2. **The Controller has appointed a Data Protection Officer who can be contacted at the address listed above or via email at: iod@e-bp.pl.**
3. **The building, rooms, and the surrounding area of the Library facility are subject to video surveillance.**
4. **The monitored area is understood as the surroundings of the property (access routes to the building, entrance, car park), as well as the building itself (corridors, reception area, technical rooms, reading rooms, computer rooms).**

5. All data recorded by the video surveillance system are stored and available for a maximum of 7 days. The retention period depends on the number of incidents and the storage capacity of the recording device. Once the storage is full, data are automatically overwritten. Only video (without sound) is recorded and saved. The monitoring system operates continuously, 24 hours a day.

6. Recordings from the video surveillance system may be disclosed exclusively to authorised authorities in connection with their proceedings, based on a written request and with the consent of the Library Director. A person wishing to preserve a recording for the purpose of future proceedings may submit a written request to the Library Director specifying the exact date, time, and location of the incident.

7. Accordingly, personal data shall be processed to ensure the safety of persons and property of the Library (as an employer) on the basis of Article 6(1)(c) GDPR in connection with Article 222 of the Labour Code, and on the basis of Article 6(1)(e) GDPR, in connection with the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

8. Personal data collected via the surveillance system may be disclosed only to entities authorised to receive such data under applicable law.

9. All individuals whose data are recorded by the surveillance system are entitled to the following rights:

- Right of access - pursuant to Article 15 GDPR, as specified in point 8;

- Right to rectification - pursuant to Article 16 GDPR. The Controller notes that the recording itself cannot be rectified, but the right may apply if an individual is wrongly identified;

- Right to erasure - pursuant to Article 17 GDPR. The Controller clarifies that recordings are retained for a limited time. If a recording captures an incident potentially relevant to legal claims or necessary to ensure safety within the Library, the Controller may refuse to delete the data. However, if a data subject objects to processing on the grounds of their particular situation, deletion of the recording for the indicated period may be possible;

- Right to restriction of processing - pursuant to Article 18 GDPR. The Controller clarifies that this right may apply in the case of a justified objection. In such instances, the recording shall be secured until the right is fulfilled;

- Right to object - pursuant to Article 21 GDPR. The Controller notes that a data subject has the right to object at any time on grounds relating to their particular situation. In such cases, the processing of the recording shall be restricted. If the objection is upheld, the recording shall be deleted unless the Controller's public interest prevails over the data subject's rights, as described in point 7.

10. Personal data will not be transferred to countries outside the European Economic Area, which comprises the European Union Member States as well as Iceland, Norway, and Liechtenstein.

11. No automated decision-making (decisions made without significant human involvement) will be carried out in relation to individuals whose image is captured by the video surveillance system, and personal data will not be subject to profiling.

12. Every individual whose personal data is processed via the surveillance system has the right to lodge a complaint with the supervisory authority - the President of the Personal Data Protection Office - if the processing of their personal data violates applicable data protection regulations.

§ 4.

ACCESS TO VIDEO SURVEILLANCE FOOTAGE AND RETENTION PERIOD

1. Data recorded by the Video Surveillance System shall be retained for a period of 7 days, after which it is automatically overwritten by the recording device.
2. In justified cases-particularly where the video surveillance system has recorded events indicating a potential threat to life, health, or property-the retention period may be extended for the time necessary to complete proceedings concerning the recorded incident.
3. Footage from the video surveillance system may be disclosed only in the following circumstances:
 - a) Upon request from authorised institutions (public authorities), such as the Police, Municipal Guard, Public Prosecutor's Office, Internal Security Agency (ABW), Central Anti-Corruption Bureau (CBA), and other bodies authorised under separate legislation.
 - b) Upon submission of a request (Appendix No. 1) by a data recipient who can demonstrate a legitimate interest in obtaining a copy of the video footage.
4. Each disclosure of a copy of video footage must be made with the knowledge and consent of the Data Protection Officer (DPO).
5. The release of surveillance footage is carried out in a documented manner. A sample release protocol is provided in Appendix No. 2.
6. Data that has been recorded and is the subject of a request as defined in paragraph 3(b) shall be retained for a period of 3 months from the date of the request, regardless of whether the request was deemed justified.
7. In urgent situations where there is reasonable suspicion of a breach of physical security to persons or property, an employee authorised by the Controller may review the relevant video footage. This must be done without the presence of unauthorised individuals. In such cases, the employee shall immediately initiate appropriate procedures based on the circumstances (e.g. calling emergency services, the police) and notify the DPO.
8. Employees responsible for the operation of the video surveillance system shall maintain a log of observed incidents, which shall include:
 - a) The location, date, and time of the observed incident, along with a record of actions taken (e.g. the Police were notified);
 - b) Information regarding the safeguarding of the observed incident;
 - c) Any malfunctions of the video surveillance system.

§ 5.
SURVEILLANCE RECORDINGS

1. Copies of surveillance footage shall be recorded in a Register, which includes the following information (Appendix No. 3):
 - a) Serial number of the copy;
 - b) Time period covered by the recording;
 - c) Date the copy was made;
 - d) Details and signature of the person who made the copy;
 - e) In the case of a disclosed copy - the details of the authority to whom the footage was released;
 - f) In the case of destroyed footage - the date of destruction and signature of the person who destroyed the copy.
2. The Register is maintained electronically by a staff member of the IT Department.

§ 6.
FINAL PROVISIONS

In matters not regulated by this Procedure, the provisions of the Work Regulations and the Labour Code shall apply. In terms of personal data processing, the applicable legislation includes the GDPR, the Personal Data Protection Act, the Civil Code, the Act on Copyright and Related Rights, as well as internal data protection policies and accompanying procedures in force at the Library.

Appendix No. 1 to the Video Surveillance of the
Public Library in the Bemowo District of the Capital City of Warsaw

**Request for Access to Video Surveillance Data
of the Public Library in the Bemowo District of the Capital City of Warsaw**

Warsaw,

To the Public Library in the Bemowo District
of the Capital City of Warsaw

.....
(full name)

.....
(identity document details with photograph)

.....
(contact telephone number)

.....
(e-mail address)

Pursuant to my right of access to personal data, I hereby request access to my personal data recorded by the video surveillance system of the Public Library in the Bemowo District of the Capital City of Warsaw, in accordance with the following details:

1) Time period: from (date) at (time) to (date) at (time)

2) Exact location and camera references:

.....
.....
.....

3) Description of the incident:

.....
.....
.....
.....

4) Preferred method and location of delivery of the footage:

.....

5) Additional remarks:

.....

.....
(signature)

Protocol for the Release of Video Surveillance Footage

This document confirms the release of personal data, including image data, for which the data controller is the Public Library in the Bemowo District of the Capital City of Warsaw.

Recipient details:

Full name:

Position / Function:

Legal basis / justification for the disclosure of data:

.....
.....

Scope of disclosed data (dates, times of recordings):

.....

Date of disclosure:

Details of the person authorising the disclosure:

Full name:

Position:

Date and signature:

REGISTER

of Copies of Released Video Surveillance Recordings at the Public Library in the Bemowo District of the Capital City of Warsaw

Year:

Entry No.	Date of Request	Recipient	Scope of Data / Location / Date / Time	Date of Release	Person Authorising Release

Compiled by:

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