



Unit	Buildings & Estates, University of Galway, Policies & Procedures				
Title	Internal Request to View CCTV Recordings			Issued by	FM
Category	Security	Code	FMOP-16	Revision	0
Approved by	Director of Buildings & Estates	Date	11/05/2026	Page	Page 1 of 2

Purpose

The purpose of this document is to define the process by which internal staff may request to view Closed-Circuit Television (CCTV) recordings for legitimate operational purposes. This procedure ensures that all viewings are controlled, authorised, and conducted in accordance with security and data protection requirements.

Scope

This procedure applies to internal staff members who, as part of their official duties, may require access to CCTV footage relevant to their area of responsibility, including but not limited to the Insurance Office and the Health & Safety Office.

This procedure applies **only to the viewing of CCTV footage** and does not cover:

- Requests for copies of CCTV recordings
- Subject Access Requests
- Freedom of Information requests

Should a request under these categories apply, please view the University CCTV policy 2026 for the formal procedure involved.

All access granted under this procedure is strictly **view-only**.

Authorisation

All requests to view CCTV footage must be formally submitted to and approved by the Head of Security or an appointee prior to any viewing taking place. Approval will be granted only where the request is deemed necessary, proportionate, and within the scope of the requester's role.

Request Requirements

A request to view CCTV footage must include the following information:

- The purpose and justification for the viewing
- Specific details of the footage required, including date, time, and location
- The proposed date, time, and location for the viewing
- The number of individuals who will attend the viewing

Incomplete requests may be declined or returned for further clarification.

Viewing Arrangements



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All CCTV viewings will be organised and facilitated by the Head of Security. Viewings may take place in the Control Room, the Head of Security's office, or another approved location as determined by Security.

The Security Office reserves the right to:

- Limit the number of attendees
- Supervise the viewing at all times
- Refuse or terminate a viewing if policy requirements are not met

Compliance

Failure to comply with this procedure may result in a refusal to view.