



**KALINGA-APAYAO ELECTRIC COOPERATIVE, INC.**

Callagdao, Bulanao, Tabuk City, Kalinga

email address: kaelco\_ddp@yahoo.com

POLICY NO 002 S, 2024 KAELCO CCTV PRIVACY POLICY		
Data Privacy Policy	Document Code: KAELCO-CPP-002-2024	Revision Code: 00
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Board Resolution No. 1-013 Series 2024	Date Approved: January 23, 2024	NEA Approval Date: March 27, 2024
Certified by:  <u>RESLEY SHYN B. CALDINGTON</u> Secretary	Certified by:  <u>IZAAC P. BALIANG JR.</u> Board President	

**PRIVACY POLICY**

In compliance with the Data Privacy Act of 2012, it is imperative that individuals are informed and give their consent for the processing of their personal information. The Closed-Circuit Television (CCTV) cameras are utilized within the premises and buildings of KAELCO engage in the processing of personal information, specifically the recording and retention of individuals' identities.

CCTV Privacy Notice

A prominently displayed Privacy Notice is mandatory within the premises and buildings of KAELCO that are equipped with closed-circuit television (CCTV) cameras. Notices shall be posted in the following:

- (1) Entry points in and around the building; and
- (2) Receiving areas where security guards or receptionists require visitors to log in.

The suggested notice to be posted is as follows:

CCTV Privacy Notice

The security of the building and its surrounding areas is ensured through the constant surveillance of Closed Circuit Television (CCTV) cameras. The recorded footage is retained for a period of thirty (30) days and shared with the relevant departments for identification, action, and location purposes. It is important to note that the footage may be kept for a longer duration and subjected to additional processing methods if it is deemed relevant to a security-related issue.

Upon entering this establishment, your presence signifies your acknowledgment and consent to the comprehensive process of gathering, documenting, examining, and distributing all data acquired through the utilization of closed-circuit television cameras, regardless of whether it is obtained directly or indirectly.

4/5/2024



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The designated period of "thirty (30) days" as stated in the notice can be modified to align with the specific timeframe during which KAELCO retains CCTV footage, in accordance with security requirements.

CCTV Consent Notice

To ensure compliance with data protection regulations, it is recommended that the Consent Notice be prominently displayed in the immediate vicinity or affixed directly onto the logbook or e-logbook within designated receiving areas. These areas are where visitors voluntarily provide their personal information to security personnel or receptionists.

Upon providing your information in this logbook or upon entering these premises, it is imperative to acknowledge that you have meticulously examined, comprehended, and granted your consent to our CCTV Privacy Notice.