

PERSONAL DATA CAPTURED IN IN-VEHICLE RECORDING DEVICES

A GUIDE FOR DRIVERS OF TAXIS,
PRIVATE HIRE CARS AND PRIVATE CHARTER BUSES



pdpc

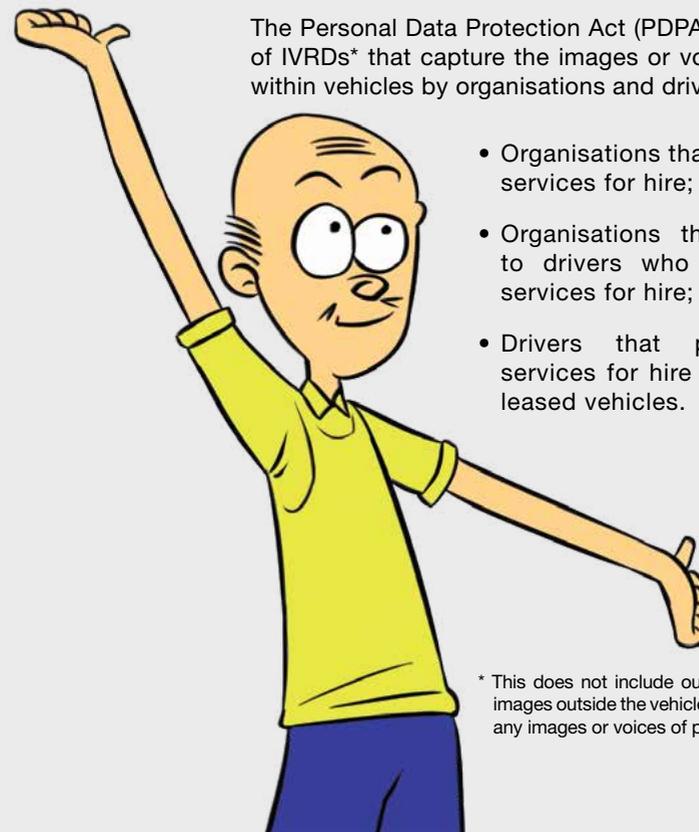
PERSONAL DATA
PROTECTION COMMISSION
SINGAPORE

APPLICATION OF THE PDPA TO IN-VEHICLE RECORDINGS

In-vehicle recording devices (IVRDs), such as inward-facing cameras and audio recorders, may capture the images or voices of passengers within vehicles such as taxis, private hire cars and private charter buses.

The Personal Data Protection Act (PDPA) applies to the use of IVRDs* that capture the images or voices of passengers within vehicles by organisations and drivers, including:

- Organisations that provide transport services for hire;
- Organisations that lease vehicles to drivers who provide transport services for hire; and
- Drivers that provide transport services for hire using their own or leased vehicles.



* This does not include outward-facing cameras that capture images outside the vehicle on public roads and do not capture any images or voices of passengers within the vehicle.

Supported by:

Land Transport Authority

www.pdpc.gov.sg

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9 OBLIGATIONS UNDER THE PDPA

As a driver of taxis, private hire cars or private charter buses, you will need to take note of the 9 obligations under the PDPA:



1. CONSENT
Obtain consent to collect, use or disclose individuals' personal data. They have the right to withdraw that consent.

2. PURPOSE
Collect, use or disclose the personal data only for the purposes for which the individuals have given consent.

3. ACCESS & CORRECTION
Upon request, let the individuals know what personal data you have about them and how it may have been used or disclosed in the past year. Also, correct any error or omission in the personal data.

4. NOTIFICATION
Notify the individuals of the purposes for collecting, using or disclosing their personal data.



5. ACCURACY
Ensure that the personal data collected is reasonably accurate and complete.

6. OPENNESS
Appoint a Data Protection Officer (DPO) and make available his/her contact details and the organisation's personal data protection policies.

7. RETENTION
Do not retain the personal data when it is no longer necessary for business or legal purposes.

8. TRANSFER
Ensure that the standard of protection accorded to the personal data is comparable to the PDPA when it is transferred overseas.

9. PROTECTION
Put in place reasonable security arrangements to protect the personal data.



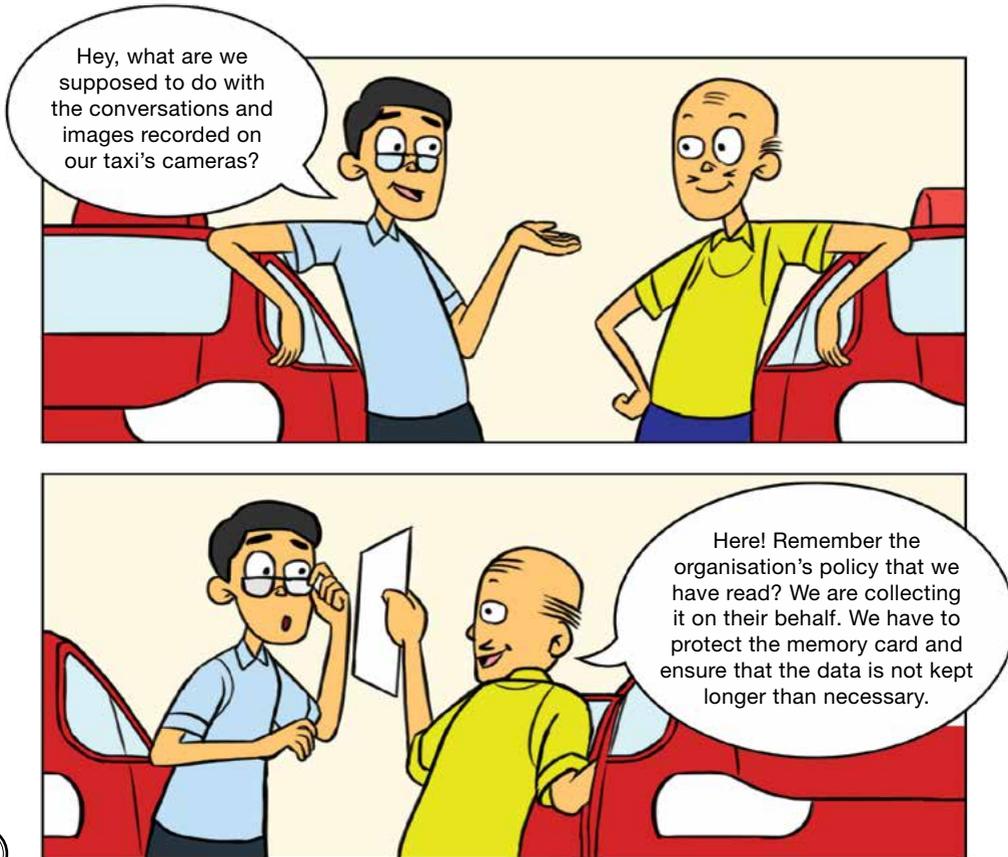
RESPONSIBILITY FOR PERSONAL DATA IN IVRD

When the IVRD Data Belongs to You

If you are using the IVRD of your own accord, you are solely responsible and must comply with the PDPA, such as notifying your customer of the purposes for the recording and obtaining his/her consent. If your customer requests for access to the recording, you must provide it unless any exception applies.

When the IVRD Data Belongs to Your Organisation

If you are simply using the IVRD on behalf of your organisation, you are considered a data intermediary. You will only need to protect the personal data and make sure you do not retain for longer than necessary.



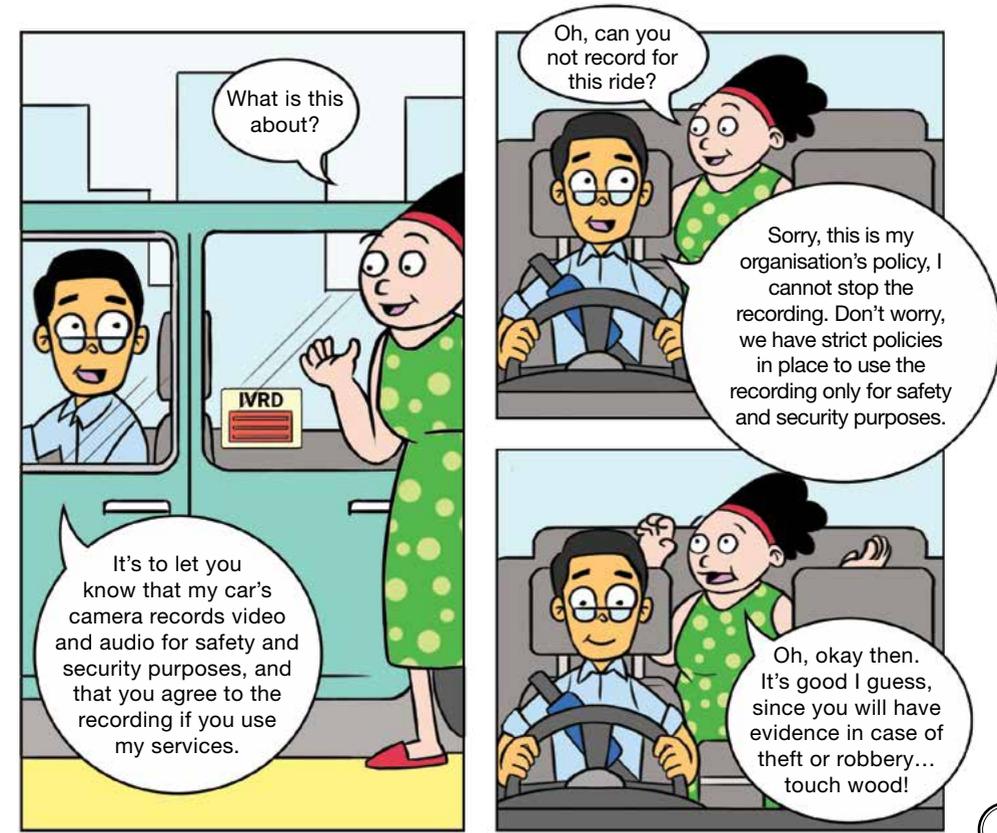
PASSENGER CONSENT

If your organisation records personal data through IVRD, you need to notify your customer of the purposes and obtain his/her consent.

You may put up a notice where your customer can see before he/she boards your vehicle, such as prominently on the window of the passenger door.

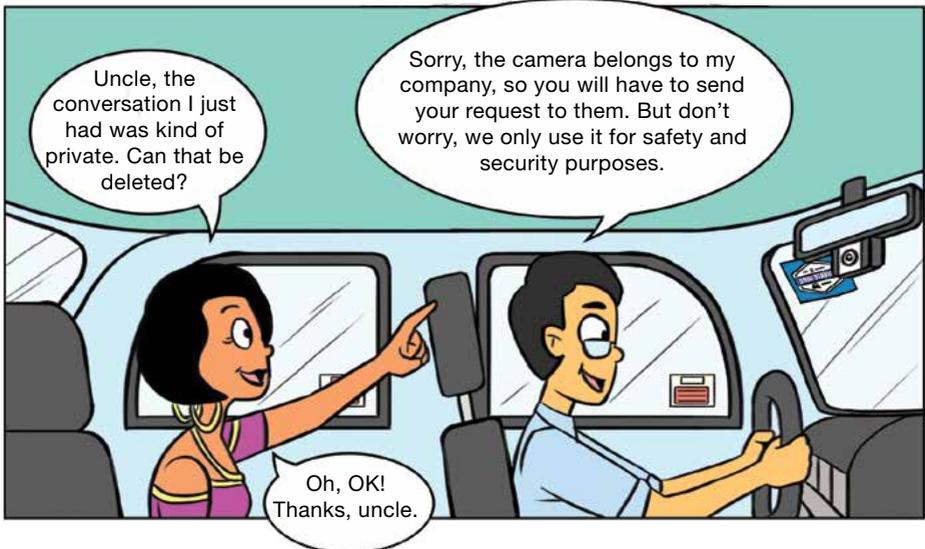
With notification, your customer is deemed to consent to the recording if he/she boards your vehicle.

If your customer reads the notification and requests for the IVRD to be turned off, inform him/her of the organisation's policies on the mandatory use of the IVRD. Inform him/her on the purposes of the recording and that it will only be used for those purposes.



WITHDRAWAL OF CONSENT

If your customer withdraws his/her consent after the journey, you or your organisation can no longer use or disclose his/her personal data. However, you do not need to delete it if you still have a legal or business purpose to keep it.



For more information on your obligations under the PDPA, please refer to the *PDPC's Advisory Guidelines on In-vehicle Recordings by Transport Services for Hire*.