

**Inward-facing In-Vehicle Recording Devices Installation Requirements for LTA-
authorised installation centres**

LTA-authorized installation centres must abide by the following when installing inward-facing IVRDs:

- a. IVRDs must be installed in accordance to the manufacturer's specifications and in accordance with the further guidelines stated below to ensure that IVRDs are installed safely.
- b. IVRDs must be secured in such a manner that prevents any unauthorised access to and downloading of the stored data (e.g. locking the memory card slot, blocking the micro USB port).
- c. IVRDs must be installed in a fixed position and cannot be rotated in order to prevent the capture of compromising visual records of commuters.
- d. IVRDs may only record visual records, and must not have any audio recording function so as to ensure that passengers' conversations are not recorded.
- e. IVRD footage can only be retained for a maximum of seven days (i.e. must be deleted after 7 days) to reduce the risk of being misused. Drivers and passengers are encouraged to promptly lodge a report of any incident that may require the use of the IVRD footage.
- f. All visual records created by the IVRD must clearly indicate a date and time stamp, as well as vehicle's licence plate number to facilitate investigations in the event of misuse of the visual records (e.g. watermarking the visual records or digitally embedding the licence plate number).
- g. Installation centres must keep detailed records of every vehicle installed with IVRDs and provide such records to LTA as and when required by LTA.