



CCTV Policy & Procedures

PURPOSE AND KEY OBJECTIVES OF THE CCTV SYSTEM

The purpose of this policy is to outline the University's strategy and objectives with regard to the use of CCTV systems and to ensure we comply with the requirements of:

- The Data Protection Act 1998, updated in January 2008
- Code of Practice CCTV systems
- The Regulation of Investigatory Powers Act 2000
- The Private Security Industry Act 2001.

This policy applies to all University CCTV and other systems that capture images of identifiable individuals or information relating to individuals for the purposes of monitoring activities on University premises, car parks and other public areas to identify criminal activity whether occurring, anticipated, or perceived.

It is with the specific purpose of enhancing the safety and well-being of staff, students and visitors.

The planning and design of CCTV systems has endeavoured to ensure maximum effectiveness and efficiency, but cannot guarantee to cover or detect every incident occurring within the areas covered.

MANAGEMENT AND PROCESS

This policy is issued by the Director of Estates in conjunction with the Facilities Manager who, as appointed officers of the University have:

- The authority to develop, authorise and promulgate policy and procedures relating to such matters
- The responsibility to investigate (and the authority to delegate that responsibility) breaches of such policies.

All requests for CCTV reviews must be formally made in writing via a CCTV image access request form, available in the Estates Department or via the Intranet.

The University is unable to release recorded images for the pursuance of 3rd party civil matters not related to the business of the University.

The University will make images available to the Police to assist in the pursuance of all criminal activity undertaken or suspected on University property

All Lodge and Security Staff have been made aware of this requirement.

POLICY STATEMENTS

- The University is responsible for all CCTV operated within its buildings and is the data controller for the requirements of the Data Protection Act 1998 ensuring that all obligations are met.
- All CCTV operated is managed by the Estates and Facilities Department and no other department should operate their own independent system.
- All users of CCTV systems are appropriately trained.
- Approved users of the system may only monitor live images in the pursuance of the general security of the Campus. These images must not be used or shared for any other purpose.
- Appropriate procedures are created and followed for the use of CCTV systems with recording, viewing and retention of images undertaken in accordance with approved standards.
- CCTV is not used to record conversations.
- The University will not undertake covert surveillance activities without express authority from the Director of Estates.
- Equipment used, image quality, camera siting and locations are appropriate to ensure that the images are adequate for the purpose for which they are being collected.
- Disclosure of images from the CCTV system is controlled and is consistent with the purpose for which the system was established.
- Staff must ensure at all times that, with the exception of spot monitors in the Porters Lodge and bar area, other system images are not viewed by an unauthorised 3rd party and that at all times the system is used appropriately.
- Only the Director of Estates and Facilities Manager are authorised to allow:
 - Reviewing of the recorded images.
 - Editing and copying of recorded images.

- Recorded Images are only stored to a maximum of 30 days.

MONITORING AND ENFORCEMENT

Adherence to this policy will be audited annually but will not otherwise be monitored actively. Reports of breaches will be investigated thoroughly and in accordance with the appropriate legislation.

Graham Barton
Director of Estates

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2nd revision 2005
3rd revision 2012
Latest revision May 2013*



CCTV ACCESS REQUEST FORM

NAME:
ADDRESS:
CONTACT NUMBER (S):

Note: - Each request is limited to a timeframe of a maximum of 30 minutes. If the request is in excess of this period additional requests should be submitted.

Are you the data subject; **YES/NO**

YES: If you are the data subject evidence of your identity is required

NO: If you are acting on behalf of the Data Subject you must supply written authorisation from the Data Subject

ACCESS TO THE FOLLOWING CCTV IMAGES ARE REQUESTED

Date:
Time from: Time to:
Location:

Reason for request

Please provide as much detail as possible to assist in processing the request

Additional information that may assist the search

Description of person(s):

Note: To include colour and type of clothing worn at the requested time.

If the request for access is granted, would you as the person making the request be satisfied to view the images only? **Yes/No**

A fee must accompany this request form before any search is carried out.