



## CCTV Policy

Responsible Officer: Vice Principal Corporate Services  
Date: November 2016  
Review date: November 2017 (unless preceded by legislation)  
Procedure available: Intranet  
Approved by: Executive

## **1. Purpose and Scope**

It is the policy of the College to provide a safe work environment for employees, students, visitors, temporary staff and contractors while on the College premises and within the College buildings.

CCTV cameras are deployed at various locations within and around the College estate, to assist in the prevention and detection of crime, and to increase the safety of staff, students and visitors on College premises.

This policy details the operating standards and procedures for closed circuit television (CCTV) systems installed at Aylesbury College, in accordance with the requirements of:

- The Data Protection Act 1998 (DPA).
- The CCTV Code of Practice 15/10/2014 issued by the Information Commissioners Office.
- Article 8 of the Human Rights Act Right 1998. Respect for Private and Family Life.

## **2. Operating Principles.**

To ensure compliance with the above, all CCTV operations, must at all times, adhere to the following principles.

- Fairly and lawfully processed.
- Adequate, relevant and not excessive.
- Accurate.
- Images are not retained for longer than is justifiably necessary.
- Processed in accordance with the individual's rights.
- Secure.

## **3. Rights in relation to Automated Decision Taking**

Sec 12 Data Protection Act 1998.

Aylesbury College CCTV system is not used in any manner in relation to automated decision taking.

## **4. Operational Management**

The CCTV operation management is the responsibility of the Estates & Facilities Manager or Deputy.

## **5. Data/Privacy Protection**

The College named Data Protection Officer is Rachael Murray Director of Information Systems.

The Estates & Facilities Manager is the authority with regard to requests under the terms of the Freedom of Information Act and requests from Data Subjects (persons whose images have been recorded by the system).

Data Controllers:

- (a) Estates & Facilities Manager
- (b) Deputy Estates & Facilities

## **6. CCTV Control of Viewing and Access to Data.**

All viewing and observing of the CCTV images will be carried out at Aylesbury College. No unauthorised access to the CCTV screens will be permitted at any time. Access will be strictly limited to the duty security officers the Data Protection Officers or the Data Controllers. Images saving to other formats such as DVD discs will only be carried out using the computer on the Estates & Facilities Managers desk or in the IT office.

CCTV viewing or observing in other places will only take place if authorised by a Data Controller. This includes remote viewing.

All staff working in the viewing area will be made aware of the sensitivity of handling CCTV images and recordings. The Estates & Facilities Manager will ensure that all staff are fully briefed and trained in respect of the functions, operational and administrative, arising from the use of CCTV.

Contractors working on the system will sign an undertaking that they understand and will comply with Aylesbury College, CCTV Policy through the contractor management procedure.

Images are retained on a secure hard drive for up to 28 days but more likely to be 14 days; after this period, they are automatically over written.

Subject to the appropriate Data Act written request images are normally copied to a discs, which is then given to the requesting organisation or individual. The downloads are recorded in the CCTV folder which is located in the Estates Office and is signed by the receiving authority/person. In order to carry out this process, images are initially copied to a secure drive within the college system. Should there be any further requests, or if there has been a technical issue, these images are retained on the Estates & Facilities Managers drive for up to 12 months.

## **7. Access to/Disclosure of CCTV images**

Access or disclosure requests will only be authorised by a Data Protection Officer or a Data Controller and must be received within 14 days of the footage being taken.

Requests for access to, or disclosure of (i.e. provision of a copy), images recorded on the College CCTV systems from third parties, will only be granted if the requestor falls within the following categories.

1. Data subjects (persons whose images have been recorded by the CCTV systems).
2. Law enforcement agencies.
3. An authorised College member who has responsibility for student discipline - in the course of a student disciplinary investigation.
4. An authorised member of College staff in the investigation of a Health and Safety at Work Act incident.
5. An authorised member of staff in the investigation of crime.
6. An authorised member of staff in the investigation of process
7. Relevant legal representatives of data subjects.

## **8. Access to images by a law enforcement agency**

Law enforcement agencies may view or request copies of CCTV images subject to providing an appropriate written Data Protection Act 1998 request and in accordance with the protocols contained within this document. In very urgent serious cases of crime or public safety, relevant law enforcement agencies may view CCTV images if requested in person and subject to authorisation by one of the Data Controllers. Requests will need to be made within 14 days of the footage being taken, after this date, it is unlikely it will be available.

## **9. Access to images by a subject**

CCTV digital images, if they show a recognisable person, are personal data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the Act. They do not have the right of instant access.

Additionally, persons may make a Freedom of Information Act request.

A person whose image has been recorded and retained and who wishes access to the data must apply in writing to a Data Protection Officer within 14 days of the footage being taken. All applications must be made by the Data subject themselves, or their legal representative.

In accordance with Government guidelines a £10 search fee will be charged and is to be received by The College Finance Department before data is supplied.

Requests will be processed promptly. Freedom of Information request will be responded to within 20 working days.

The Data Protection Act gives the Data Protection Officer the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, or the images have been erased. If a data subject access request is refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

The Freedom of Information Act 2000 gives the Data Protection Officer exemptions under Section 40 and 38 of that act which would prevent

disclosure of CCTV images. If a refusal is made under these exemptions, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

## **10. Right to prevent processing likely to cause damage or distress**

Section 10 Data Protection Act 1998

An individual has the right to request to cease, or not to begin processing, or processing for a specified time period or in a specified manner, where this is likely to cause substantial and unwarranted damage or distress to that or another individual.

Such requests must be made in writing to the Data Protection Officer, who will provide a written response within 21 days of receiving the request, stating his reasons as to regarding the data subject notice as to any extent unjustified and the extent (if any) to which he has complied or intends to comply with it.

## **11. System Details**

Any changes or additions to the system will be in compliance with the Data Protection Act and the Information Commissioners Office CCTV code of practice.

Aylesbury College CCTV has a number of cameras on the grounds and within four buildings with images being transmitted to a secure server for storage and for recall at a later date, with a live feed being streamed from the server to the Security Officers monitor and the Estates Office in the College Building.

The College system consists of: Fixed position cameras, pan and tilt cameras, 360° cameras.

Cameras are located at strategic points in the four buildings and across the grounds. They cover vulnerable points such as entrance and exits to buildings. No cameras cover any areas which would be considered private.

The system is capable of recording audio on some of the positions.

A detailed plan locating each camera will be documented and available in the Estates Office.

There are signs prominently placed at each main entrance/exit points to each building informing that a CCTV installation is in use.

**Checklist:**

**Impact on Students/Staff:**

High – This Policy covers the College CCTV system and how it is designed to assist in the protection of everyone within this Campus.

**Impact on Diversity:**

Nil

**Impact on PREVENT:**

Medium

**Impact on Health & Safety:**

High. This Policy gives control of activities within the grounds and buildings and promotes a more secure environment for staff, student's visitors and contractors. It allows the College to track and identify individuals who may have been involved in activities that lead to investigation.

**Impact on Data Protection/Freedom of Information:**

Medium. Provides College Management with information relating to all staff, students, visitors and contractors which can be used for administrative and investigative purposes.

**Link with Strategic Plan:**

Quality – Enhance the working environment. It underpins the Mission Statement.

**Communication/Consultation Plan:**

All staff will need to be aware of this Policy. This is to be achieved by including a discussion on the impact of this Policy at all team meetings during October. The Policy will also be discussed At JSC.

**Process of review:**

The Policy will be reviewed after 1 year.

**Process of review of effectiveness:**

The Policy will be reviewed after 1 year.

**Legal authority:**

none

**Responsibility for maintaining this policy rests with:**

Vice Principal Corporate Services

**Links to other policies:**

None