

Procedure: CCTV

1. Purpose

Carshalton College will operate CCTV systems in accordance with the Data Protection Act and the CCTV Code of Practice issued by the Data Protection Commissioner.

2. Scope of the Procedure

This procedure applies to all CCTV systems operated on the College premises.

3. Who should be aware of this procedure?

All staff authorised to operate CCTV systems, Facilities & IT staff, Contract Security staff and remote monitoring organisations.

4. Procedure

- 4.1 The purpose of the CCTV system has been registered by the Data Controller, Carshalton College. This is; crime prevention and detection and the apprehension and prosecution of offenders on the premises, ensuring security, maintaining the security of the premises, for preventing crime and for investigating crime on the premises.
- 4.2 Data subjects are; those entering or in the immediate vicinity of the area under surveillance, members of the public (including students).
- 4.3 The equipment may only be used to monitor those spaces for which it is intended. Examples of improper use: monitoring domestic areas, gardens, windows of adjacent property, and spaces outside of the premises, monitoring for purposes other than that for which the system has been registered, monitoring data subjects not included in the registration.
- 4.4 When the cameras are adjusted under manual control, the operator will be aware of, and comply with, the conditions of use.
- 4.5 Signs will be provided so that data subjects and the public are aware they are entering a zone that is covered by surveillance equipment, and contain information as recommended by the Code of Practice.
- 4.6 The cameras will be sited and be of a quality that will enable capture of images for the registered purpose and specifically to capture vehicle registration marks of traffic entering and leaving the premises.
- 4.7 Images, which are not required for the purpose(s) for which the equipment is being used, should not be retained for longer than is necessary. While images are retained, it is essential that their integrity be maintained, whether it is to ensure their evidential value or to protect the rights of people whose images may have been recorded. It is therefore important that access to and security of the images is controlled in accordance with the requirements of the 1998 Act.
- 4.8 All images are digitally recorded and stored securely within the systems hard drives. Automatic erasure takes place after 14 days.
- 4.9 Where the images are required for evidential purposes in legal or college disciplinary proceedings, a recording is made and stored in a secure network location or a recording of a CD is placed in a sealed envelope signed and dated and held by Authorised staff until completion of the investigation.

- 4.10** Viewing of recorded images will take place in a restricted area and by designated staff only. Other employees may not view recorded images, unless expressly permitted by the Director of Facilities & IT.
- 4.11** Every occasion recorded images are viewed will be documented in the data log with the purpose stated and all persons present.
- 4.12** Only persons expressly authorised by the Director of Facilities & IT are permitted to record images onto recordable media for evidence purposes.
- 4.13** On removing the recordable medium the following will be entered into the data log. The date on which the images were removed from the system. The reason why they were removed. Any crime incident number to which the images may be relevant. The recordable medium will be crossed referenced to this entry and similarly marked.
- 4.14** Where the images are kept. If they are handed to a Police Officer, the name and station of that Police Officer will be entered into the log. Release of images to the Police will be in accordance with the Carshalton College's Data Protection Policy and approved by the Management Information Services Management.
- 4.15** Where the images are kept but not handed to the Police, these will be held for the minimum period necessary by authorised staff in a secure location that is not accessible to persons other than authorised staff. The Director of Facilities & IT will review the retention of all images annually. Only by exception will images be kept for more than 1 year. They will be securely destroyed after that period has elapsed.
- 4.16** All requests for access to data by data subjects or disclosure to parties other than the Police shall be referred to the Director of Facilities & IT for a decision.
- 4.17** Disclosure of recorded images to parties other than the Police shall be edited to ensure compliance with the Code of Practice.
- 4.18** The system will be checked daily. Any malfunctions in the system will be entered in the maintenance log and arrangements for repair noted. Only designated persons may have access to the equipment, and it may only be operated for the designated purpose.
- 4.19** Any member of staff whether designated, or not, found to be using the CCTV for purposes or in a manner other than set out in this procedure may be subject to the disciplinary procedure.

5. How will we evaluate and review this procedure?

The appropriateness of this procedure will be reviewed annually by: Director of Facilities & IT

6. Links to other Policies and Procedures

- Data Protection
- Disciplinary

7. Responsibilities

The Director of Facilities & IT will be responsible for designating persons or organisations that are authorised to use the CCTV systems, but limited to the permitted operations set out in this procedure.

8. Procedure Distribution and Communication

- 8.1 Copies of all college procedures are published on the Quality site of the College Intranet.
- 8.2 A hard copy of each procedure is distributed by the Quality Assurance Manager to each Office Manager, for inclusion in the Quality Procedures File.
- 8.3 The introduction of new procedures or major revisions to existing procedures may warrant the provision of staff training or briefing sessions. These will be jointly arranged by the author of the procedure and Staff Development Manager.

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