

## CCTV Policy

to be read in conjunction with the College Data Protection Policy

<b>Review Committee:</b>	College Committee
<b>Last Approved by the Governing Body:</b>	9 May 2018 [GB Minute 7357]
<b>Review Policy:</b>	Every 3 years
<b>Date of Next Review:</b>	Easter 2021
<b>Responsible Officer and Location of Policy:</b>	Bursar (College Data Protection Officer); Website
<b>Accessible to:</b>	Public

The College recognises a need to ensure the security of its premises and the safety of students, staff and visitors. Therefore, the College employs the use of CCTV cameras for the purposes of crime prevention and public safety.

### **Legal background**

The following pieces of legislation apply to this policy:

- Protection Of Freedoms Act 2012
- Data Protection Act 1998
- Information Commissioner's Office Code of Practice 2008
- Home Office Surveillance Camera Code of Practice 2013

### **Introduction**

Under the Protection Of Freedoms Act 2012 (POFA), the processing of personal data captured by CCTV systems (including images identifying individuals) is governed by the Data Protection Act and the Information Commissioner's Office (ICO) has issued a code of practice on compliance with the legal obligations under that Act. The use of CCTV by University Colleges is covered by the Act, regardless of the number of cameras, or how sophisticated the system may be.

### **Objectives**

This policy sets out how Fitzwilliam College will operate its CCTV system and comply with current legislation.

- Prevention, investigation and detection of crime
- Safeguarding student, staff and public safety
- Monitoring security of the College sites
- Monitoring the library alarm system and investigating the misuse of the Library

Fitzwilliam College does not employ the CCTV system for covert monitoring

### **Location**

Cameras are located in areas where the College has identified a need that cannot reasonably be met by other means. The CCTV system is used solely for the purposes identified above and is not used to routinely monitor students, staff and/or visitors.

### **Identification**

In areas where CCTV is in operation, the College will ensure that there are prominent signs placed at both the entrance to the CCTV zone and within the controlled area.

The signs will:

- Be clearly visible and legible
- Contain details of the organization operating the scheme, the purpose of the scheme and the point of contact for the scheme

### **Administration**

The College Data Protection Officer (identified in the College Data Protection Policy) has responsibility for the control of images and the utilization of the CCTV system.

Access to recorded images is restricted to those staff necessary to achieve the purpose of using the equipment.

### **Image storage, viewing and retention**

Recorded images will be stored in a way that ensures the integrity of the image and allows specific dates and times to be identified.

Access to live images is restricted to the CCTV operator (Duty Porter). Recorded images will only be made available to approved staff and only viewable in a restricted area.

Stored images will normally be retained for a period of 28 days.

### **Disclosure**

Disclosure of recorded images to third parties can only be authorized by the College Data Protection Officer. Disclosure will only be granted:

- If its release is fair to the individual(s) concerned
- If there is an overriding legal obligation
- If it is consistent with the purpose for which the system was implemented

### **Subject Access Requests**

Individuals whose images are recorded have a right to view those images and, unless they agree otherwise, to be provided with a copy of those images. Requests should be submitted in writing to the College Data Protection Officer.

The College Data Protection Policy can be viewed here:

<https://www.fitz.cam.ac.uk/about/official-information/data-protection>