

CCTV System Policy

OWNED BY:		Operations Director					
DATE OF LAST REVIEW		January 2020					
PLANNED NEXT REVIEW:		January 2023					
APPROVAL:		Senior Leadership					
APPLIES TO:	Staff	✓	Student	✓	Public	✓	

1. Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system owned and operated by Cirencester College.

The system comprises a number of fixed cameras located around the college site, and within buildings. All cameras are monitored from within the College campus by specifically designated staff

2. Objectives of the CCTV scheme

2.1 The objectives of the CCTV scheme are:

- a) To protect college buildings and assets.
- b) To increase personal safety and reduce the fear of crime.
- c) To support the Police in a bid to deter and detect crime.
- d) To monitor key access points in order to monitor movement and safeguard students.
- e) To deter trespass.
- f) To assist in identifying, apprehending and prosecuting offenders.
- g) To protect members of the public and private property.
- h) To monitor behaviour and promote good behaviour.
- i) To assist in managing the college.

3. Statement of intent

3.3 Cameras will be used to monitor activities within the College, its car parks and other public areas, and entrance points including the 'back lane', in order to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the college student and staff, together with its visitors.

3.4.1 Staff has been instructed that static cameras are not to focus on private homes, gardens and other areas of private property.

3.4.2 Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained from the Operations Director or in their absence a member of the College SLT.

3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Optical Media Discs will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Optical Media Discs will never be released to the media for purposes of entertainment. No copies will be released to external parties unless for the investigation of a specific crime supported by the relevant police documentation. Copies to other external parties will only be released where students cannot be identified or if so with their express consent.

3.7 Signs must be placed in prominent positions to inform the public that they are entering a place where CCTV is in operation.

4. Operation of the system

4.1 The Scheme will be administered and managed by the Operations Director in accordance with the principles and objectives expressed in the code.

4.2 The day-to-day management will be the responsibility of both the Facilities Manager and the Site Security team.

5. Facilities Manager/Security Office

5.2 Access to the CCTV Facilities in the Site Services office and the Security office will be strictly limited to those teams, specific members of the Pastoral Team, and the SLT. No visits to these offices will be allowed while CCTV monitoring is under way unless for the specific incident requiring access.

5.7 Any visit may be immediately curtailed if prevailing operational requirements make this necessary.

5.8 If out of hours emergency maintenance arises, the Facilities /Security office Operators must be satisfied of the identity and purpose of contractors before allowing entry.

5.12 Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring procedures

7.1 Camera surveillance may be maintained at all times.

7.2 Images are held for approximately four days then deleted due to storage size. Any events within the four days can be transferred to other media via written request to the Operations Director.

7.3 No CCTV cameras should be installed without the express permission of the Operations Director.

7.4 In no circumstances must CCTV be placed such that it could capture images of students changing, or in a state of undress. Cameras should not be fitted in staff rooms unless required for security reasons when the rooms are not occupied.

7.5 Any recorded images should be viewed in a restricted area where content cannot be seen from the outside.

9. Breaches of the code (including breaches of security)

9.1 Any breach of the Code of Practice by college staff will be initially investigated by the Operations Director, in order for them to invoke appropriate disciplinary action.

9.2 Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

11. Complaints

Any complaints about the college's CCTV system should be addressed via the College complaints procedure.

14. Data Protection

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

15. Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of gender, age, race, marital status, maternity, ethnicity, disability, gender identity, sexual orientation or religion/faith.

The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all. If any employee feels that this policy does not meet this aim please contact the College's Head of Human Resources