

Policy Title:	CCTV Policy
Policy Description	<p>The college is fully committed to operating a safe environment, it therefore has in place a closed circuit television (CCTV) system to assist in providing a safe and secure environment for students, staff and visitors, as well as to protect college property.</p> <p>Common CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under data protection legislation.</p>
Policy Number:	POL-035
Approved By:	Corporation
SLG Responsibility:	Neil Thomas
Date Issued:	13.11.2018

Introduction

The college is fully committed to operating a safe environment, it therefore has in place a closed circuit television (CCTV) system to assist in providing a safe and secure environment for students, staff and visitors, as well as to protect college property.

Common CCTV systems are based around digital technology and therefore need to be treated as information that will be processed under data protection legislation.

The CCTV system is owned by Dudley College of Technology and the system comprises of a number of fixed and dome cameras located both externally and internally around all college campuses. All cameras may be monitored and are only available for use by approved members of staff and operated in accordance with data protection legislation and the Regulation of Investigatory Powers Act 2000 (RIPA)

The CCTV system is registered with the Information Commissioner's Office. Registration number Z5535495

Purpose of CCTV

The purpose of the CCTV system is to;

- Protect all college buildings and its assets to ensure they are kept free from intrusion, vandalism, damage or disruption.
- To increase the personal safety of students and staff and reduce the fear of physical abuse, intimidation and crime.
- Assist in the prevention and detection of crime.
- To support the police in a bid to deter and detect crime and assist with the identification of actions or activities that might result in disciplinary proceedings.
- Monitor security of campus buildings.
- Identify vehicle movement problems around Dudley College of Technology campuses.
- The system will be operated in a way that is consistent with an individual's right to privacy.

Operation of system

The system will be managed by the Campus Operations Team, in accordance with the principles and objectives in this policy.

The day to day management will be the responsibility of the Campus Operations Manager and ensuring compliance with this policy.

The CCTV system will be operated 24 hours each day, every day of the year.

The CCTV system is registered with the Information Commissioner and complies with the requirements of data protection legislation and the Information Commissioners Code of Practice.

Cameras will be used to monitor activities within Dudley College of Technology buildings, car parks and other areas to identify criminal activity actually occurring, anticipated or perceived, and for the purpose of security the safety and wellbeing of students, staff and visitors to the college.

Staff have been instructed to ensure that static cameras will not focus on private homes, gardens and other areas of private property and all dome cameras have privacy zones installed, which will prohibit any recordings of residential dwellings.

Unless an immediate response to events is required, staff must not direct cameras at individuals, their property or a specific group of individuals.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Downloads will only be released to the media for use in an investigation of specific crime and with the written authority of the police. Downloads will never be released to the media for purposes of entertainment.

Planning, design and location of cameras is such to ensure that the CCTV system will give maximum effectiveness and efficiency but it is not possible to guarantee that it will cover or detect every single incident taking place in areas of coverage.

Signage is placed around all campuses advising of the use of CCTV for the safety and security of staff, learners and visitors.

CCTV System

The Campus Operation Team will check daily that equipment is recording correctly and cameras are functional, reporting any maintenance issues immediately to the Estates helpdesk.

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Access to CCTV will be strictly limited to the members the Campus Operations Team, the Senior Leadership Group, Duty Manager, IT Manager and Data Protection Officer. Images are retained for a period of 30 days.

Monitoring Procedures

Camera surveillance may be maintained at all times for monitoring purposes.

Out of hours the system will be monitored on college campuses by contract security.

Operators of the CCTV system have had specific training, on the systems and all contract security officers hold a of a public space surveillance CCTV licence

Video Download Procedure

Recordings may be viewed by the police and authorised officers for the prevention and detection of crime.

A data protection form must be submitted prior to the release of downloads to the police or other authorised applicants and passed to the Data Protection Officer for recording.

Should a download be required as evidence, a copy may be released to the police under the procedure described in the above paragraph. Downloads will only be released on the understanding that they remain the property of Dudley College of Technology and are to be treated in accordance with this policy.

Breaches of the policy

Any breach of this policy by Dudley College of Technology staff will be initially investigated by the College Principal in order for the appropriate disciplinary action to be taken. Any serious breach of the policy will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach

System maintenance

Estates will ensure a maintenance contract is in place for the system and regular maintenance checks are undertaken and recorded by accredited contractors.

Access by the data subject

CCTV images are considered to be personal data under data protection legislation and will be considered under Subject Access Requests. The privacy of other third parties in CCTV will need to be considered as part of a Subject Access Request. *Requests for data subject access should be made in writing to the Data Protection Officer.*

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Complaints

Any complaints relating to Dudley College of Technology's CCTV system will be investigated in accordance with the college's How Are We Performing? (Compliments, Complaints and Suggestions) procedure.