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## **CCTV Policy**

**2021-2022**

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CCTV Policy

Abbey College Cambridge

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**This policy is reviewed on an annual basis**

Annual Policy reviewed by: **Mike Corbett** **June 2021**

**Approved by SLT and Published:** **June 2021**

Next Review: **Mike Corbett** **June 2022**

**This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.**

# CCTV Policy

## **Introduction**

The college uses closed circuit television (CCTV) images to provide a safe and secure environment for students, employees and for visitors.

This policy sets out the use and management of the CCTV equipment and images in compliance with the **Data Protection Act 1998** and the Information Commissioner's Office CCTV Code of Practice.

The College is registered with the Information Commissioner's Office as part of the Alpha Plus Group, at: <https://ico.org.uk/ESDWebPages/Entry/Z5215334> with registration number: Z5215334.

The College's CCTV facility records images only. There is no audio recording and therefore conversations are not recorded on CCTV

The College reserves the right to amend or withdraw this policy at any time to meet changing requirements.

## **Purposes of CCTV**

The purposes of the College installing and using CCTV systems include to;

- assist in the prevention or detection of crime or equivalent malpractice
- assist in the identification and prosecution of offenders
- monitor the security of the College's business premises
- ensure that health and safety rules and College procedures are being complied with
- assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against employees and to help in providing relevant evidence

## **Location of Cameras**

44 cameras are located at strategic points throughout the main college's premises, mainly at the entrance and exit points on the ground floor. Further cameras are located at the boarding facilities at Orchard House and throughout the corridors in Abbey House. The College has positioned the cameras so that they only cover communal or public areas and they have been sited so that they provide clear images. No camera focuses, or will focus, on toilets, shower facilities, changing rooms, staff kitchen areas, staff break rooms or private offices and staff desks. All cameras are also clearly visible.

Appropriate signs are prominently and clearly displayed so that everyone is aware they are entering an area covered by CCTV.

## **'Real-Time' Display of Images**

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To ensure security of the college, images are broadcast in real-time on screens in the Site Management Office, Director of Operations Office and in the Boarding Reception on the Ground Floor of the college. The Security team may have real-time images broadcast on the screen at Reception whilst they are based there, but will turn this off when they leave Reception for any reason. The cameras placed at Orchard House and in the corridors at Abbey House are not broadcast in real-time and are to be accessed for review purposes only, in line with this policy.

### **Recording and Retention of Images**

Images produced by the CCTV equipment are as clear as possible so that they are effective for the purposes for which they are intended. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images.

Images may be recorded either in constant real-time (24 hours a day throughout the year), or only at certain times, as the needs of the business dictate.

As the recording system records digital images, any CCTV images that are held on the hard drive of a PC or server are deleted and overwritten on a recycling basis and, in any event, are not held for more than one month. Once a hard drive has reached the end of its use, it will be erased prior to disposal.

### **Access to and Disclosure of Images**

Access to, and disclosure of, images recorded on CCTV is restricted. This ensures that the rights of individuals are retained. Images can only be disclosed in accordance with the purposes for which they were originally collected.

The images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to SLT, Site Manager and appointed operators of the CCTV system and to those line managers who are given authorisation from SLT or Site Manager to view them in accordance with the purposes of the system. This may include members of the Security team on written request from SLT or Site Manager to review certain cameras at certain times. Viewing of recorded images will take place in a restricted area to which other employees will not have access when viewing is occurring. If media on which images are recorded are removed for viewing purposes, this will be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- the police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness

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- prosecution agencies, such as the Crown Prosecution Service
- relevant legal representatives
- line managers involved with College disciplinary processes
- individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders).

SLT are the only persons who are permitted to authorise disclosure of information to external third parties such as law enforcement agencies.

All requests for disclosure and access to images will be documented, including the date of the disclosure, to whom the images have been provided and the reasons why they are required. This document is held at: <T:\Buildings\Security\CCTV Requests>

If disclosure is denied, the reason will be recorded and filed by SLT.

### **Individual's Access Rights**

Under the **Data Protection Act 1998**, individuals have the right on request to receive a copy of the personal data that the College holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any of your CCTV images, you must make a written request to the SLT. Your request must include the date and time when the images were recorded and the location of the particular CCTV camera, so that the images can be located and your identity can be established as the person in the images

**Note.** The College will always check the identity of the employee making the request before processing it.

The College will first determine whether disclosure of your images will reveal third party information as you have no right to access CCTV images relating to other people. In this case, the images of third parties may need to be obscured if it would otherwise involve an unfair intrusion into their privacy.

If the College is unable to comply with your request because access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, you will be advised accordingly.

### **Staff Training**

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The College will ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the impact of the **Data Protection Act 1998** with regard to that system.