

CCTV Code of Practice

1. Introduction

- 1.1. The purpose of this code is to regulate the management, operation and use of closed circuit television (CCTV) systems in the Northern College.
- 1.2. The system currently comprises a number of cameras located around the campus. Cameras are monitored from a number of locations including the office of the children's centre manager, the ICT technical support office, the college reception and the LLSC. Any images which are recorded are only available to named officers of the college or partners with whom a data-sharing contract exists (see Annex A) and members of the ICT team who may be required to investigate any alleged incident. Sound is not recorded, with the exception of the system based in the Children's Centre office which covers that office only.
- 1.3. This code follows Data Protection Act 1998 guidelines.
- 1.4. The code of practice will be subject to review annually to include consultation as appropriate with interested parties.
- 1.5. The CCTV system is owned by the Northern College.

2. Objectives of the CCTV scheme

- 2.1. To protect staff, learners, visitors, children and property of the Northern College.
- 2.2. To increase personal safety.

3. Statement of intent

- 3.1. The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice.
- 3.2. The college will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3. Cameras will be used to monitor activities within the Northern College to identify any untoward activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the staff and users of the college and safeguarding of its property and assets.
- 3.4. Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.
- 3.5. The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- 3.6. Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at access routes to areas covered by the CCTV.

4. Operation of the system

- 4.1. The scheme will be administered and managed by the vice principal or his/her deputy, in accordance with the principles and objectives expressed in the code.
- 4.2. The CCTV system will be operated 24 hours each day, every day of the year.

- 4.3. The vice principal or the named officers will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.
- 4.4. Access to the CCTV control equipment will be strictly limited to the named officers where essential maintenance is required and to members of the senior management team investigating any alleged incident.
- 4.5. Named officers must be present where monitoring equipment is based, or the rooms in which the equipment is sited must be locked.
- 4.6. Other administrative functions will include maintaining discs and hard disc space, filing and maintaining occurrence and system maintenance logs.
- 4.7. CCTV cameras used within the Northern College will be used in accordance with the following principles:
 - 4.7.1. the system will produce clear images which law enforcement bodies can use to investigate crime and which can be taken easily from the system when required;
 - 4.7.2. cameras are sited so that they provide clear images;
 - 4.7.3. cameras will avoid capturing the images of people not visiting the college premises;
 - 4.7.4. signs indicating the use of CCTV cameras will be visible in those areas covered by the cameras;
 - 4.7.5. recorded images will only be retained long enough for any incident to come to light and for that incident to be investigated.

5. Storage and disclosure procedures

- 5.1. In order to maintain and preserve the integrity of the media used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:
 - 5.1.1. each item of media (e.g. CD or DVD) must be identified by a unique mark;
 - 5.1.2. before using each item of media must be cleaned of any previous recording;
 - 5.1.3. the controller shall register the date and time of media creation including a reference;
 - 5.1.4. a media item required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence store. If a media item is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence store;
 - 5.1.5. if the media item is archived the reference must be noted;
 - 5.1.6. media items may be viewed by the police for the prevention and detection of crime, and by the named officers for supervisory purposes, authorised demonstration and training;
 - 5.1.7. a record will be maintained of the release of media items to the police or other authorised applicants. A register will be available for this purpose;
 - 5.1.8. viewing of media items by the police must be recorded in writing and in a log book. Media items will only be released to the police on the clear understanding that the media item remains the property of the college, and both the media item and information contained on it are to be treated in accordance with this code. The college also retains the right to refuse permission for the police to pass to any other person the media item or any part of the information contained thereon. On occasions when a court requires the release of an original media item this will be produced from the secure evidence store, complete in its sealed bag;
 - 5.1.9. the police may require the college to retain the stored media items for possible use as evidence in the future. Such media items will be properly indexed and properly and securely stored until they are needed by the police.
- 5.2. Applications received from outside bodies (e.g. solicitors) to view or release media items will be referred to the vice principal. In these circumstances media items will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a court order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

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

6.1. Any breach of the code of practice by college staff will be initially investigated by the vice principal, in order for her/him to assess the necessity for appropriate disciplinary action.

7. Complaints

7.1. Any complaints about the Northern College CCTV systems should be addressed to the Vice Principal, who will deal with them under the complaints procedure or the employee grievance procedure as appropriate.

8. Access by the Data Subject

8.1. The Data Protection Act provides data subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.

8.2. Requests for data subject access should be made on an access to personal information request form available from the Vice Principal.

8.3. The forms will also be available via the college website and intranet.

9. Annex A

1. Officers of the College permitted to view CCTV recordings:
 - 1.1. LLSC: Library Staff, ICT Technical Support Staff;
 - 1.2. Children's Centre: Children's Services Manager, Senior Practitioner;
 - 1.3. Car Park: Reception Staff, ICT Technical Support Staff;
 - 1.4. General Areas: ICT Technical Support Staff;
 - 1.5. Long Barn Bar, Dairy: Elixir Bar Staff.

2. The vice principal as overall scheme manager will be permitted to view CCTV recordings for the purposes of the investigation of any alleged incident. In the absence of the vice principal another member of the Northern College senior management team will fulfil this role.

Area	Data Protection
Sub Area	CCTV Code of Practice
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