



## Group CCTV Policy

## Policy Control

<b>Version:</b>	Version: Final Draft
<b>Ownership/Review Group:</b>	UCFB Data Privacy Team
<b>Approval:</b>	UCFB Data Privacy Team Head of Property & Facilities

4<sup>th</sup> November 2019



Any proposed new CCTV installation across the UCFB estate will be subject to a Privacy Impact Assessment which must be reviewed and approved by the UCFB Data Privacy Team prior to installations and/or operation.

#### 4.0 Purpose of the CCTV System(s)

The principal purposes of the UCFB CCTV system are as follows: -

- f promote a safe UCFB community and to monitor the safety and security of its premises;
- f for the prevention, detection and investigation of crime and other incidents;
- f to ensure the safety of staff, students and visitors;
- f to assist in the investigation of suspected breaches of UCFB regulations by staff or students

UCFB seeks to operate its CCTV system in a manner that is consistent with respect for the individual's privacy.

#### 5.0 Monitoring and Recording

Cameras and the images they capture are not actively monitored in real time

Images are recorded centrally on servers located securely in the UCFB Data Centre.

In the event of a subject access request, or any other request to view captured and stored images the producer for validation and approval of such request must be followed. See section '8.0 Application for Disclosure of Images' for this procedure and approval process.

The cameras installed provide images that are of suitable quality for the specified purposes for which they are installed and all cameras are checked regularly to ensure that the images remain fit for purpose and that the date and time stamp recorded on the images is accurate.

All images recorded by the CCTV System remain the property and copyright of UCFB

The monitoring



## 8.0 Application for Disclosure of Images.

The following procedure summarised the steps to follow and approvals required when receiving and responding to a request for access to UCFB CCTV images. If you are in any doubt as to the correct procedure speak to

**Procedure for Handling a Request to Disclose CCTV Images**  
(This chart provides UCFB Staff members with the steps you need to take to assess and approve/reject a request to disclose)





**Appendix A- Checklist for users of limited CCTV systems monitoring small retail / business premises.**

This CCTV system and the images produced by it are controlled by ..... who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998.1

We (.....) have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

Item	Checked By	Date	Date of Next Review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that CCTV is operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			

a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images w not be provided to third parties.			
The potential impact on individuals' privacy ha been identified and taken into account in the use of he system.			

The organisation knows how to respond to

## Appendix B - The guiding principles of the Surveillance Camera Code of Practice

System operators should adopt the following 12 guiding principles:

- 1) Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- 2) The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- 3) There must be as much transparency in the use of a surveillance camera system as possible, including published contact point for access to information and complaints.
- 4) There must be clear responsibility and accountability for all surveillance camera system act-1.9 (e)-3 ( )10.