



Coleg Gŵyr Abertawe  
Gower College Swansea

# POLICY & PROTOCOL ON THE USE OF CLOSED CIRCUIT TELEVISION (CCTV)

<b>Issue</b>	October 2016
<b>Review Date</b>	October 2019
<b>Originator</b>	Paul Harris Vice Principal
<b>Location of Policy</b>	BIZ-Sharepoint/Intranet/Policies & Procedures /Estates

## **1. Purpose of the Policy**

The purpose of this Policy is to regulate the use of the closed circuit television (CCTV) system used to monitor and record areas of the College sites and buildings for the following purposes.

- (a) For the safety and security of staff, students and visitors.
- (b) For security of college assets.
- (c) For crime prevention and detection.
- (d) For the apprehension and prosecution of offenders.

The CCTV system will be managed at all times in compliance with the **Eight Data Protection Principles**. (See Appendix 2)

## **2. Context**

Gower College Swansea has CCTV systems at Tycoch – Main Site, Sports Hall, Broadway, Llwyn y Bryn, Sketty Hall, Jubilee Court and at the Gorseinon Campus.

This Policy and Protocol on the use of images recorded by the CCTV systems is intended to provide guidelines to managers of the systems as to their duties and responsibilities under the Data Protection Act 1998 (1998 Act).

The CCTV systems at Gower College Swansea will be managed at all times in line with the **Code of Practice** issued by the Information Commissioner in accordance with her powers under Section 51 (3)(b) of the Data Protection Act 1998.

## **3. Scope**

Whist the CCTV systems will record images of all persons who pass before the cameras, this Policy and Protocol is specifically aimed at College staff who administer the systems and to those staff, students and others users of the College who may request to see recorded images and give guidance on how such a request is to be dealt with.

## **4. Responsibilities**

Those with responsibility are:

- Principal
- Vice-Principal Corporate Services
- Estates Manager

## **5. Protocol**

### **5.1 Who will manage the CCTV systems?**

The CCTV systems will be managed by the Estates Department, with the Estates Manager being responsible for ensuring the day to day compliance with the Code of Practice.

### **5.2 Positioning of CCTV Cameras**

- CCTV cameras will be sited in such a way that they only monitor areas to which the general body of the staff, students and visitors has access.
- Cameras will generally cover
  - Entrances and exits, both pedestrian and vehicular
  - Parts of the roadways and car parks
  - Some internal corridors
  - Reception areas
- The cameras will be sited or restricted to ensure that private domestic areas (such as the gardens of private dwellings along the college boundary) are not and cannot be covered.
- Signs will be placed in the proximity of cameras to ensure that staff, students and visitors are aware that they are entering a CCTV zone.
- These signs will contain the following information:
  - (a) The purpose of the Scheme
  - (b) The identity of the person responsible for the scheme
  - (c) Details of who to contact regarding the scheme

### **5.3 Use of Covert Cameras**

Gower College Swansea will avail itself of the provisions under the Data Protection Act 1998 to install covert cameras in any area or site of the college in exceptional and limited cases.

Before the installation of any covert cameras the Estates Manager will ensure that they have:

- (a) Identified a specific criminal activity.
- (b) Identified the need to use surveillance to obtain evidence of that criminal activity.
- (c) Assessed whether the use of signs would prejudice success in obtaining such evidence.
- (d) Assessed for how long the covert monitoring will take place and ensure that it is not for longer than necessary.
- (e) Had the requests for the installation of a covert camera signed off by the Vice Principal Corporate Services prior to installation.
- (f) Documented (a) – (e) above.

### **5.4 Sound Recording**

The systems installed at Gower College Swansea do not have sound recording facilities.

### **5.5 Quality of the Images**

The recorded images will be stored digitally on a hard drive with facilities for transfer to DVD.

To ensure that the images are as clear as possible in order that they are effective for the purpose for which they are intended, the following standards will be adopted:

- Installation by a competent installation company
- Maintenance visits as required
- External light levels will be assessed
- Cameras will be protected from vandalism where necessary to ensure they remain in working order

## **5.6 Service/Repair Call Out**

Where a camera is found to be damaged or not functioning correctly for any reason then it is the responsibility of the Estates Manager to:

- make arrangements to ensure that the camera is returned to service
- ensure the camera is in operation as soon as practical
- monitor the quality of the maintenance work

## **5.7 Processing the Recorded Images**

Images, which are not required for the purposes of the scheme, will not be retained for longer than **28 days**.

The Gower College Swansea system automatically erases images after **28 days**.

The exception to this procedure, is the CCTV camera facility within the designated CSCS room at Jubilee Court, Fforestfach, which is overseen by the Skills for Business & Industry Manager. This stand-alone system retains images for 30 days as determined by the Awarding Body.

## **6.0 Access to Recorded Images is Restricted To**

- The Principal and College Management Team (CMT)
- Estates Manager
- Health, Safety & Environmental Manager
- Tutorial Staff
- Pastoral Staff
- Other members of staff with involvement in a particular incident
- Computer Services Manager
- Skills for Business & Industry Manager (CSCS facility only)

**6.1** All staff given access to the images are reminded of the need to keep information confidential.

**6.2** The selling of any images or recorded events is prohibited.

**6.3** Any images removed from the system for evidential purposes will be retained in secure storage in the Estates Manager's office Tycoch.

The removal of images will be documented by the operator, recording:

- the date of removal from the system

- the reason why the images were removed
- any crime number to which the images are relevant
- the location of the images e.g. if handed to a police officer the name, number and station of that police officer
- the police officer's signature

Access to the **recorded images** necessary to confirm the continued operation of the system on a day to day basis will be restricted to the Estates Manager and designated Estates and IT staff.

The Estates Manager and the College Data Protection Officer will decide whether to allow access by a third party to the recorded images.

Any viewing of recorded images will take place in a restricted area such as the Computer Services or Estates Manager's office. Other employees, students or visitors will not be allowed access to these offices when a viewing is in progress.

Monitors that can be viewed by members of staff, students, visitors and members of the public e.g. in reception areas, cannot be used to view recorded images. These monitors will display 'live' images only.

#### **6.4 Access to Recorded Images by the Individual (Data Subject)**

This is an **individuals right** which is provided for in Section 7 of the Data Protection Act 1998.

Data subjects requesting access to recorded images will be required to complete an access request form which indicates:

- (a) the information required to locate the requested images;
- (b) the name of person making the request;
- (c) the fee charged for carrying out the search (A fee will not be charged initially but the college reserves the right to charge a fee, where necessary, as provided for in the 1998 Act);
- (d) whether the individual making the request would be satisfied with merely viewing the images.

The scheme manager will locate the requested images and determine whether disclosure of the images will entail disclosing images of a third party.

If the images involve disclosure of a third party then the agreement of that third party is required before the images can be viewed.

If the manager decides that an individual subject access request is not to be complied with then the following information will be documented.

- (a) the name of the individual making the request;
- (b) the date of the request;
- (c) the reason for refusing to supply the requested images;
- (d) the name and signature of the manager making the decision;
- (e) the reason for that decision;
- (f) the name of the senior manager to whom an appeal against the decision can be made.

A written response to a data access request will be made within 21 days of the request.

## **6.5 Access and disclosure of Images to Third Parties**

Staff access to recorded images will be restricted to those who need to know and all access to images will be recorded.

Access to **recorded images** and disclosure of those images to a third party will only be allowed in limited and prescribed circumstances. These third parties include:

- (a) members of the CMT;
- (b) law enforcement agencies;
- (c) prosecution agencies;
- (d) legal representatives;
- (e) the people whose images have been recorded and retained.

## **7.0 Review**

This document will be reviewed every 3 years or sooner if there are legislative changes.

## **8.0 Data Protection Register**

Copies of the College's Data Protection Register entry are available on request. It can also be viewed online at [www.dpr.gov.uk](http://www.dpr.gov.uk). The register number is Z2511175 and the entry is listed under Gower College Swansea.

## **9.0 Related Documents**

"In the Picture: A Data Protection Code of Practice for Surveillance Cameras and Personal Information" is available from the Information Commissioners Office.

## **10.0 The Welsh Language**

Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.

Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.

## **Appendix 1**

### **THE EIGHT DATA PROTECTION PRINCIPLES**

#### **First Data Protection Principle**

"Personal data shall be processed **fairly** and **lawfully**"

#### **Second Data Protection Principle**

"Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with those purposes"

#### **Third Data Protection Principle**

"Personal data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed"

#### **Fourth Data Protection Principle**

"Personal data that is recorded must be accurate"

#### **Fifth Data Protection Principle**

"Personal information shall not be held for longer than is necessary for the purpose for which it is to be used"

#### **Sixth Data Protection Principle**

"Provides individuals with a number of rights in relation to the processing of personal data"

#### **Seventh Data Protection Principle**

Requires that – "Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of or damage to personal data"

#### **Eighth Data Protection Principle**

"Places restrictions on the transfer of personal data to countries and territories outside the European Economic Area."

## **Appendix 2**

### **CCTV – USE AND DISCLOSURE OF IMAGES**

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy.

All employees that are authorised to use the CCTV images within Gower College Swansea must read this protocol and confirm that they understand and agree to abide by the protocol.

1. CCTV recorded images may only be viewed by authorised staff.
2. All authorised staff viewing the CCTV recorded images will act with the utmost probity at all times.
3. All images viewed by authorised staff must be treated as confidential
4. All authorised employees are to ensure that whilst viewing CCTV images, unauthorised employees, visitors or students cannot view the images
5. All authorised staff are responsible to ensure that CCTV images are not left on any screen without authorised staff being left in charge. The authorised employee should log out of the programme when leaving the screen.
6. Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with this protocol.
7. All authorised staff viewing CCTV images should be aware of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The viewers may be required to justify their interest in any particular individual, group or individuals or property at any time.
8. All authorised staff viewing CCTV images are responsible for their every viewing of the images, which must be justifiable.

9. Any breach of the CCTV Protocol will be dealt with in accordance with existing discipline regulations, individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.
10. Any breach of the Data Protection Act 1998 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this Act.

**I understand and agree to abide by this CCTV Protocol**

**Name.....**

**Job Title.....**

**Signature.....**

**Date.....**