



**Coleg Gŵyr Abertawe**  
**Gower College Swansea**

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

<b>Issue</b>	<b>October 2016</b>
<b>Review Date</b>	<b>October 2019</b>
<b>Originator</b>	<b>Nick Brazil Deputy Principal</b>
<b>Location of Policy</b>	<b>BIZ-Sharepoint/Intranet/Policies &amp; Procedures /Estates</b>
<b>Approved by:</b>	<b>College Management Team – 14 February 2019</b>

## 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 GDPR and Data Protection Legislation**

## 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 data protection legislation.

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 and the Surveillance Camera Code of Practice issued under the Protection of Freedoms Act (POFA Code).

## 3. Scope

Whilst 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 other 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 and accountability for all surveillance camera system activities are:

- Principal
- Deputy Principal
- Director of Estates and IT

## **5. Protocol**

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

The CCTV systems will be managed by the Estates Department, with the Director of Estates and IT 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
  - CSCS Room, Jubilee Court
- 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 CCTV Policy
  - (b) The identity of the person responsible for the CCTV Policy
  - (c) Details of who to contact regarding the scheme CCTV Policy

### 5.3 Sound Recording

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

### 5.4 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

### 5.5 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 Director of Estates and IT 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

### 5.6 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)
- Director of Estates and IT
- 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 Director of Estates and IT's office .

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 Director of Estates and IT and designated Estates and IT staff.

The Director of Estates and IT 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)

Individuals whose information is recorded have the right to be provided with that information.

Data subjects may request access to recorded images and, for administrative purposes, will be asked to complete an access request form which indicates:

- (a) the information required to locate the requested images (date, time, place);
- (b) the name of person making the request;
- (c) whether the individual making the request would be satisfied with merely viewing the images.

Where a verbal request is received the person receiving the request will record the details on the relevant form.

No fee will be charged and the data requested must be supplied within one month of the request.

The Director of Estates and IT will locate the requested images and determine whether disclosure of the images will entail disclosing images which can be used to identify 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, **unless**, after careful consideration, the needs of the data subject outweigh those of the other individuals. The images may also be supplied with those of the third party obscured or redacted.

If the College after review by the DPO decides that an individual subject access request is to be refused 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 need to be made in writing and 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;

## **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 Appeal to Information Commissioner**

If an individual is unhappy about the way in which their request has been handled they may refer the matter to the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk).

## 11.0 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.



## **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.

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.

- 9. 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**.....

## Gower College Swansea – Data Access Request - CCTV

This form is to be completed by an individual who seeks access to personal data held about them by Gower College Swansea via its CCTV system.

To help the College comply with your request we will need information on the position of the camera and the date and time of the images you wish to access.

The College will try to provide the data you seek within one month of receipt of your request, but will contact you if we are not able to meet your request with the target timescale. In most cases there is no charge for a subject access request.

Current staff and students must produce their staff or student ID card for identification. Other requestors must provide copies of two items of proof of identity, at least one of which includes a **verified recent photograph** e.g. passport, driving licence, birth certificate must be included.

SURNAME	FIRST NAME(S)	Date of Birth	GENDER

CURRENT ADDRESS:	ADDRESS: (at time at Gower College Swansea)

REQUEST: (please indicate)

STAFF                       STUDENT                       OTHER

DATE	Start time	Finish time	Camera location

DESCRIPTION OF DATA REQUIRED:

I enclose required proof of personal identity.

Signed ..... Date .....

Please return this form to the Data Protection Officer, Clerk to the Governors, Gower College Swansea, Tycoch Road, Swansea, SA2 9EB

For Office Use Only

Date Request Received : .....	Date of Data Supplied: .....
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Notes:

## Gower College Swansea Police Request for Personal Data

This form is to be used for requests for disclosure of personal data from the College including the College CCTV Systems, required by law or made in connection with legal proceedings, under the Data Protection Act 2018 Schedule 2 Exemptions from the GDPR:

- a) the prevention or detection of crime
- b) the apprehension or prosecution of offenders, or
- c) the assessment or collection of a tax or duty or an imposition of a similar nature

DATE	Start time	Finish time	Camera location

DESCRIPTION OF DATA REQUIRED:

**REQUESTER DETAILS**

NAME	RANK	COLLAR/BADGE NO

I confirm that I am making enquiries that are concerned with:

- a) the prevention and detection of crime
- b) the apprehension or prosecution of offenders, or
- c) the assessment or collection of a tax or duty or an imposition of a similar nature

Signed ..... Date .....

Please return this form to the Data Protection Officer, Clerk to the Governors, Gower College Swansea, Tycoch Road, Swansea, SA2 9EB

**For Office Use Only**

Date Request Received : .....	Date of Data Supplied: .....
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Notes:

## Gower College Swansea Request for personal data – legal proceedings

This form is to be used for requests for disclosure of personal data from the College required by law or made in connection with legal proceedings, under the Data Protection Act 2018 Schedule 2 paragraph 5 Exemptions from the GDPR:

- a) Is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings)
- b) Is necessary for the purpose of obtaining legal advice
- c) Is otherwise necessary for the purposes of establishing, exercising or defending legal rights

DESCRIPTION OF DATA REQUIRED:

REASON FOR REQUEST (a), b) or c) above

### REQUESTER DETAILS

NAME	Address	

I confirm that the personal data requested is:

- a) Is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings) **y/n**
- b) Is necessary for the purpose of obtaining legal advice **y/n**
- c) Is otherwise necessary for the purposes of establishing, exercising or defending legal rights **y/n**

Signed ..... Date .....

Please return this form to the Data Protection Officer, Clerk to the Governors, Gower College Swansea, Tycoch Road, Swansea, SA2 9EB

For Office Use Only

Date Request Received : .....

Date of Data Supplied: .....

Notes: