



Coleg Gŵyr Abertawe
Gower College Swansea

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

Issue	October 2022
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Originator	Director of IT and Digital Vision
Location of Policy	Intranet/Policies & Procedures / Information Security
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1. Purpose

This Policy sets out why the College has closed circuit television (CCTV) and provides guidance to staff on their duties and responsibilities in relation to data recorded on the CCTV, and guidance on requests to view the CCTV.

1.1 Purpose of CCTV

The College uses CCTV to monitor and record areas of the College sites and buildings for the following purposes:

- For the safety and security of staff, students, clients and visitors;
- For security of college assets;
- For crime prevention and detection;
- For the apprehension and prosecution of offenders;
- Monitoring of examinations (Jubilee Court).

1.2 Lawful basis for use of CCTV

The College's lawful basis for the processing of personal data via CCTV is covered under Article 6 (1) (c) – the processing is necessary for the College to comply with its legal obligations to keep visitors to its premises safe and to safeguard College assets.

2. Context

Legitimate public concerns exist over the use of CCTV and this Policy is designed to satisfy the College staff, students, contractors and other visitors, and the community, that the use of cameras is subject to adequate supervision and scrutiny; and that individual privacy is respected.

The Policy has been subject to a data protection impact assessment, a requirement of UKGDPR, and the systems 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, the 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 ask to see recorded images, and give guidance on how such a request is to be dealt with.

4. Responsibilities

4.1 Registration with ICO

The College is registered with the Information Commissioner's Office as a Data Controller.

The registration number is: Z2511175.

Any complaint about use of personal data in relation to this policy can be made to the College under the complaints procedure or to the Information Commissioner: www.ico.org.uk.

4.2 Management responsibilities

Those with responsibility and accountability for all surveillance camera system activities are:

- Principal
- Director of IT and Digital Vision

5. Protocol

5.1 Management and maintenance of the system

The CCTV systems will be managed and maintained by the Director of IT and Digital Vision.

5.2 Positioning of the cameras

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 near the cameras to ensure that staff, students, clients and visitors are aware of their proximity.

5.3 Sound

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

5.4 Maintenance

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

It is the responsibility of the Director of IT and Digital Vision to ensure that any damaged or non-functioning cameras are returned to service, and to arrange for regular service of the system.

5.5 Storage

The recorded images will be stored digitally on a hard drive.

The systems installed at Gower College Swansea will not retain images for longer than 30 days. In some instances the capacity of the system means that images may be unavailable before the end of 30 days.

The exception to this being the CCTV camera facility within the designated CSCS room at Jubilee Court which is overseen by the Director of Skills and Business Development. Images from this system are retained for 30 days as determined by the Awarding Body.

6. Access to recorded images from College CCTV systems

6.1 General Principles

The following people can request access to recorded images from the Director of IT and Digital Vision, or authorise other members of staff to view recorded images:

- The Principal
- College Management Team
- Head of GCS Training (CSCS facility only)

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

The selling of any images or recorded events is prohibited.

6.2 Individual (Subject access request)

An individual (data subject) has a right under UKGDPR, to access their personal data which includes images of themselves. They have no right to access images of any third parties.

If the images requested involve identification 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 individual/s. The images may be supplied with those of the third party obscured or redacted.

Generally the method of making footage available to an individual will be to arrange a mutually convenient time for the individual to view it. Viewing will take place in a restricted area. An individual has the right to request a personal copy of the footage instead and a charge may be made for any materials, postage or packing required to fulfil the request.

The CCTV footage will only be made available once the College is satisfied with the identity of the person making the request. Within the College a student or staff ID card will suffice.

The individual will need to provide detailed information about the location of the CCTV camera, date and time for the footage requested. The request can be made in any form, e.g. email or letter, but for ease of reference a CCTV footage request form is attached at Appendix A.

If the request relates to damage to a motor vehicle whilst on College premises the individual can ask their insurance company to make an access request on their behalf in accordance with the procedure below.

The College will keep records of requests received and reasons for refusal if applicable.

The College will respond to a request within one month and there will be no charge for access by an individual to their data.

Subject Access Requests should be directed to the Data Protection Officer at: dpo@gowercollegeswansea.ac.uk

6.3 Third parties

6.3.1 Insurance Company

If the request relates to damage to a motor vehicle or other personal property that the individual believes may have been captured by a College CCTV camera their insurance company may request the footage. The individual will need to supply a letter of authorisation for the company to act on their behalf.

The College will consider whether the request can be complied with under the provisions of Schedule 2 Part 1 (5) of the Data Protection Act 2018 ('in connection with legal proceedings')

The College will charge a fee of £100+VAT for searching for and supplying the footage if held. The footage will be sent to the insurance company directly.

The Insurance company should contact the Director of IT and Digital Vision to check that relevant footage was recorded at the time and has not been deleted in accordance with the retention periods outlined in paragraph 5 above.

6.3.2 Police

If the Police are requesting CCTV footage they should have a valid reason for the request and, except where the request is urgent or in an emergency, they should be asked to complete the Police Request Form attached at Appendix B to this Policy.

6.6.3 Staff for learner or staff disciplinary matters

The College has CCTV for the purposes set out below:

- For the safety and security of staff, students, clients and visitors;
- For security of college assets;
- For crime prevention and detection;
- For the apprehension and prosecution of offenders
- Monitoring of examinations (Jubilee Court)

There may be circumstances where, within these purposes, staff may request access to CCTV footage. Such requests will need to be made to a member of CMT as indicated in paragraph 6.1 above. The reason for the request and the response made must be documented.

7. The Welsh Language

- 7.1 Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.
- 7.2 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.

This form is to be completed by you if you want to access personal data held about you by the Gower College Swansea CCTV system. You have the right to access information about yourself but not to access that of any third parties. If your request relates to damage to your motor vehicle you are able to ask your insurance company to make a request under Schedule 2, Part 1 (5) of the Data Protection Act 2018. They must make a separate request and provide proof that you have authorised them to act on your behalf.

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 within that time. 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.

SURNAME	FIRST NAME(s)		

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:

Appendix B

Request to external organisation for the disclosure of personal data to the Police

Under Schedule 2 Part 1 Paragraph 2 of the Data Protection Act 2018 and GDPR Article 6(1)(d)

To: Click or tap here to enter name of person this is sent to (recipient).
Position (where known): Click or tap here to enter their position in their organisation.
Organisation: Click or tap here to enter name of their organisation.
Address: Click or tap here to enter address of their organisation.

I am making enquiries which are concerned with:

- The prevention or detection of crime*
 - The prosecution or apprehension of offenders*
 - Protecting the vital interests of a person*
- I confirm that the personal data requested below is needed for the purposes indicated above and a failure to provide that information will be likely to prejudice those matters.
- I confirm that the individual(s) whose personal data is sought should not be informed of this request as to do so would be likely to prejudice the matters described above.

**Check mark as is appropriate*

Information required:

Click or tap here to enter text setting out what information is required.

Police Reference:

Click or tap here to enter Crime Reference No., Case File No. etc. where necessary

From:

Rank/Number/Name: Click or tap here to enter details of person completing form.
Station: Click or tap here to enter details of station where you are based.
Date/Time: Click or tap here to enter date and time of completion.
Telephone Number(s): Click or tap here to enter your telephone number(s).
Email address: Click or tap here to enter your official police email address.
Signature: