



College

# **CCTV Policy**

## Limited Use of CCTV Policy

Because of the objective of CCTV at Unity College to view and or record the activities of living individuals, it engages the Data Protection Act. The ICO Code of Practice on CCTV is followed and ensures that the system complies with the requirements of the Act. In line with the ICO advice, images are used for the purposes of crime prevention and the safety of students and staff, and are only shared with the Police therefore Unity College complies with the short code at Appendix 2.

The full Code of Practice can be found at [www.ico.gov.uk](http://www.ico.gov.uk)

At Unity College the legal basis for operating a CCTV system is primarily for the safety of the people who operate within the building and to some extent crime prevention.

Cofely has clear responsibility for controlling the system and a limited number of staff at Unity College can use the images generated.

The images generated are used to investigate further where there has been a breach of health and safety and/or criminal acts to a) help resolve a situation arising and b) help prevent the situation arising again in the future.

In these cases the images are retained for a maximum of 2 ½ weeks securely. They are sometimes shared amongst senior staff at college, the students whose images are held and on occasion the police. The quality of the images deteriorate after 4 days and will not be used beyond this for crime prevention.

All footage is correctly dated and time stamped. All the cameras on the premises are properly sited to capture clear images and they are not positioned overlooking neighbouring gardens or beyond the college boundaries.

Regular maintenance is scheduled/logged with Cofely.

The system is kept secure at all times with access limited to authorised staff.

Disclosure of images is consistent with the purpose for which the system was established.

## Limited Use of CCTV System Policy

### Appendix 1

#### THE DATA PROTECTION ACT 1998: data protection principles

**Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:**

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 that purpose or those purposes.

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

Personal data shall be accurate and, where necessary, kept up to date.

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Personal data shall be processed in accordance with the rights of data subjects under this Act.

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.

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

This is not a full explanation of the principles. For more general information, see Legal Guidance.

## Appendix 2

### Checklist

This CCTV system and the images produced by it are controlled by Cofely 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).\*

We (Unity College) 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 students and staff. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

	Checked (date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.		Cofely	
There is a named company who is responsible for the installation and maintenance of the system.		Cofely	
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.		SLT	
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.		SLT	
Cameras have been sited so that they provide clear images.		Cofely SLT	
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).		Cofely	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		Cofely SLT	
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.		SLT	
Except for law enforcement bodies, images will not be provided to third parties.		SLT	
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.		SLT	
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller		SLT	

knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.		Cofely	

\* The ICO's "Data Protection Act 1998 Legal Guidance" is available on the ICO website: [www.ico.org.uk](http://www.ico.org.uk)

Please keep this checklist in a safe place until the date of the next review.

This policy should be read in conjunction with the following policies:

- Safeguarding Policy
- Child Protection Policy
- E-Safety Policy

Signed: .....  
(on behalf of the Governing Body)

Date: .....

Review date: April 2016