



CCTV Policy

Unity College

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

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.

The Facilities Management provider 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 the Facilities Management provider.

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.

Unity College

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

This CCTV system and the images produced by it are controlled by the Facilities Management provider 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.

* The ICO's "Data Protection Act 1998 Legal Guidance" is available on the ICO website: www.ico.org.uk

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

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

This policy is updated and reviewed on a regular basis.