



CCTV Policy

March 2021

Limited Use of CCTV Policy

The use of CCTV at the college to view and or record the activities of living individuals 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 may be shared with other law enforcement agencies. Unity College complies with the short code set out in 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 PFI contractor has clear responsibility for controlling the system and a limited number of staff at Unity College have access to the system.

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.

Images are retained securely for a maximum of 2 ½ weeks. They are sometimes shared amongst senior staff at college and occasionally with the police for crime prevention.

All footages are 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 PFI contractor.

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

When we Process Personal Information, we will do so in accordance with the 'data protection principles'. In this regard, we will ensure that Personal Information is:-

- (a) Processed lawfully, fairly and in a transparent manner (**Lawfulness, Fairness and Transparency**).
- (b) Collected only for specified, explicit and legitimate purposes (**Purpose Limitation**).
- (c) Adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (**Data Minimisation**).
- (d) Accurate and where necessary kept up to date (**Accuracy**).
- (e) Not kept in a form which permits identification of Data Subjects for longer than is necessary for the purposes for which the data is Processed (**Storage Limitation**).
- (f) Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (**Security, Integrity and Confidentiality**).

This is not a full explanation of the principles. For more general information consult the General Data Protection Regulations.

Appendix 2

Checklist

This CCTV system and the images produced by it are controlled by PFI Contractor 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 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.		PFI Contractor	
There is a named company who is responsible for the installation and maintenance of the system.		PFI Contractor	
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.		PFI Contractor 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).		PFI Contractor	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		PFI Contractor 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.		PFI Contractor	

* The ICO's "Data Protection Act 1998 Legal Guidance" is available on the ICO website: 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

This policy is updated and reviewed on a regular basis.