



South Gloucestershire and Stroud College

CCTV Policy

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Please contact the Human Resources Department

Prepared by:	Nigel Hornsby
Job Title / Role:	Head of Estates
Ref. No.: Q/P 192	<p>Date of this version: 09 March 2018</p> <p>Review date: 09 March 2021 * (Must be at least 1 year)</p> <p>Please note: if the document has details relating to legislation or government guidelines, the following must be added to the Review Date: (subject to any legislative change)</p> <p>Upload to College website? No</p> <p>Upload to e-Campus? No</p>
Approved by:	SLT
Date of Approval:	

Main aim and purpose of the policy:					
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Persons in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
How much evidence is there:	None	A little	Some	A lot	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any concern that the policy may operate in a discriminatory way?	None	A little	Some	A lot	
	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low ✓	Yes <input type="checkbox"/>	No ✓
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Nigel Hornsby		Position: Head of Estates		Date: 12/03/2018	

Title

1. Introduction

- 1.1. The monitoring, recording, holding and processing of images of identifiable individuals constitutes personal data as defined by the Data Protection Act 1998 (the Act).
- 1.2. For the purposes of this Policy, the following definitions will apply:
 - 1.2.1. 'SGS College' – South Gloucestershire and Stroud College
 - 1.2.2. 'CCTV' – SGS College Closed Circuit Television surveillance systems
 - 1.2.3. 'System' – SGS College Closed Circuit Television surveillance systems

2. Statement

- 2.1. This Policy is intended to ensure that in its use of CCTV, SGS College is fully compliant with the requirements of the Act, with related legislation and with the CCTV Code of Practice published by the Office of the UK Information Commissioner.

2.2. Data Protection Act 1998

- 2.2.1 SGS College will comply with the eight principles contained in the Data Protection Act 1998, associated legislation and any future changes of legislation. The principles are:
 - All personal data will be obtained and processed fairly and lawfully;
 - Personal data will be held only for the purpose(s) specified;
 - Personal data will be used only for the purpose(s) and disclosed only to the individuals referred to within the Code of Practice;
 - Only personal data will be held which is adequate, relevant and not excessive in relation to the purpose for which the data are held;
 - Steps will be taken to ensure that the personal data is accurate and where necessary kept up to date;
 - Personal data will be held for no longer than is necessary.
 - Individuals will be allowed to access information held about them and, where appropriate, be permitted to correct or erase it;

- Procedures will be implemented to put in place security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of information.

2.3. Ownership and Operation

2.3.1 The CCTV systems, all recorded material and copyright is owned by SGS College. The system is operated by the Estates Department whose personnel are employed directly by SGS College. The Head of Estates is designated as having overall responsibility for security matters including the CCTV system and its operation.

2.4. This Policy is binding on:

2.4.1 All employees and students of SGS College;

2.4.2 All employees of contracted out services; and

2.4.3 It also applies to all other persons who may for whatever reason be present on SGS College property.

3. Objectives

3.1. CCTV has been installed by SGS College for the following purposes:

3.1.1 Maintaining the safety of learners, employees and visitors to SGS College;

3.1.2 Prevention and detection of crime;

3.1.3 Protection of SGS College assets;

3.1.4 Prevention and detection of anti-social behaviour;

3.1.5 Car park management;

3.1.6 Accident investigation.

3.2. It is recognised, however, that ancillary benefits of operating CCTV for these purposes may include the reduction of the fear of crime generally.

4. Implementation

4.1. The following principles will govern the operation of the CCTV systems:

4.1.1 The CCTV Systems will be operated fairly and lawfully and only for the purposes authorised by SGS College;

4.1.2 The CCTV Systems will be operated with due regard for the privacy of individuals;

4.1.3 Any changes to the purposes for which the CCTV Systems are operated will require the prior approval of the Principal or CEO of SGS College and will be publicised in advance of any changes.

4.2. **Covert Surveillance**

4.2.1 In exceptional and very limited circumstances, in compliance with the declared purposes and key objectives of the CCTV Systems and the protocols governing the provision of evidence, CCTV Systems may be used for covert and targeted observation.

4.2.2 This will only be sanctioned by the Principal or CEO of SGS College and in accordance with the Regulation of Investigatory Powers Act 2000 (RIPA). A separate policy and procedure will be created if this course of action is deemed necessary.

4.3. **Signage**

4.3.1 Visible and legible signs indicating the operation of CCTV Systems are in place at all properties and indicate the:

- presence of such equipment; and
- the reasons for the equipment

4.4. **Installation**

4.4.1 Any installation connected with the CCTV Systems is appropriate to its purposes and to the requirements of this Code of Practice.

4.4.2 Cameras have been installed in such a manner as not to overlook private areas beyond the college boundaries.

4.5. **Processing Data**

4.5.1 This is done strictly in accordance with the Act. Access to and disclosure of images is restricted and carefully controlled to safeguard the rights of individuals and ensure that evidence remains intact should the images be required for evidential purposes.

4.6. **Retention – use of recorded material**

4.6.1 In accordance with the fifth principle recorded material will not be kept for longer than the purpose for which it is being retained.

4.6.2 Still photographs will be generated from recordings made by the system only where these are required for evidential purposes by SGS College, the Police or other bodies with prosecuting powers. No copies will be made for any other purpose.

4.6.3 Unless required to do so by a court of law, recordings made by the system and/or still images generated from such recordings will not

normally be made available by SGS College to individuals wishing to use them as evidence in civil litigation.

- 4.6.4 SGS College reserves the right to use a recording made by the system and / or still images generated from such recordings in any civil prosecution brought by the College.
- 4.6.5 Where appropriate, the Police may be asked to investigate any matter recorded by the CCTV system which appears to indicate learner, staff or visitor involvement and is deemed to be of a potential criminal nature.
- 4.6.6. Such material will only be authorised for use in staff or disciplinary hearings following approval from the Assistant Principal, Human Resources and Estates Management or the Principal / CEO of SGS College.

4.7. **Disclosure of data**

4.7.1 The Freedom of Information Act and the Data Protection Act 1998 will be strictly adhered to in handling request for disclosure of personal data. Requests under either Act must be made to the Principal and CEO of SGS College, who will consult as necessary with the Head of Estates, Head of I.T. and Head of M.I.S. (Data Protection).

4.7.2. Request by a data subject

4.7.2.1. Individuals have the right to access their personal data, which includes images captured by CCTV systems. The data subject will be asked whether they would be satisfied with merely viewing the images recorded but if they wish to have copies of their personal data then any such request should be made to the Principal and CEO of SGS College and submitted with the following:

- A completed subject access form which gives details of the dates and times when they visited the premises and their location e.g. which campus site and specific area or building;
- Two photographs of the data subject – one full face, one side view with the completed form;
- Proof of the data subject's identity e.g. a utility bill, a driving licence or a passport; and
- A cheque (made payable to SGS College) or cash to the sum of £10 for which a receipt will be issued at the time the form is received.

4.7.2.2. SGS College is not obliged to comply with the request unless it is supplied with the required documentation, is satisfied as to the identity of the data subject and can locate the personal data which the subject is seeking.

4.7.2.3. Where SGS College cannot comply with the request without disclosing the image of another identifiable individual, it is not obliged to do so unless:

- The other individual has consented to the disclosure of the information to the person make the request; or
- it is reasonable in all the circumstances to comply with the request without the consent of the other individual.

4.7.2.4 A written decision on the request will be sent to the data subject within 21 days and if access to the images is to be provided, such access will be given within 40 days of SGS College receiving the complete set of documentation and the required fee from the data subject.

4.7.3 Requests from third parties

4.7.3.1 Requests from third parties e.g. law enforcement agencies to view personal data captured by the CCTV system are to be treated as freedom of information requests. They are likely to be made for any one or more of the following purposes:

- providing evidence to assist in criminal proceedings;
- providing evidence for civil proceedings or tribunals;
- the investigation and detection of crime;
- identification of witnesses; and
- illegal or unauthorised activity in / on or adjacent to SGS College car parks or grounds

4.7.3.2. Third parties who should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police;
- Statutory authorities with powers to prosecute;

- Solicitors;
- Plaintiffs in civil proceedings;
- Accused persons or defendants in criminal proceedings.

4.7.4 Before releasing any data, the Head of Estates must ascertain:

- the authority under which the request is made;
- reasonable proof of the requester's personal identity and organisational affiliation e.g. Police officers will be expected to quote their identification numbers and / or produce their warrant cards;
- details of the nature of the personal data requested and the purpose for which it is being requested;
- the relevant DPA exemption or other legislation which authorises SGS College to release the information;
- a warranty that it will be held and processed in conformity with the Data Protection Principles.

4.7.5 The Head of Estates will ensure:

- No undue obstruction of any third party investigation to verify existence of data;
- The retention of data which may be relevant to a request;
- That there is no connection with any existing data held by the Police in connection with the same investigation;
- The request is responded to within 20 working days

4.8. **Monitoring and recording areas**

4.8.1 CCTV images will be monitored and captured at each individual campus for SGS College. Access to the monitoring and recording facility will be limited to identified post holders, the relevant contracted CCTV Maintenance Company and persons for lawful, proper and sufficient reasons.

Identified post holders are Head of Estates, Deputy Head of Estates, Estates Admin Coordinators', Site Facilities Coordinators'.

4.9. **Major Incidents**

4.9.1 In the event of a major incident, such as bomb threats, explosions, serious fires, terrorism and / or serious public disorder, the Police authorities will be authorised to access the CCTV and make use of CCTV facilities. Such action will be agreed and authorised by the Head of Estates or his/her delegated deputy.

4.10. **Breaches, Disciplinary Action & Complaints**

4.10.1 The Head of Estates is responsible for the operation of the CCTV systems and for ensuring compliance with this policy. Persons found misusing the system may be subject to SGS College disciplinary procedures as this will be considered to be a breach of employment contract.

4.10.2 Complaints regarding use of the CCTV system will be treated seriously and dealt with in accordance with SGS College complaints procedure.

4.11. **Public Information**

South Gloucestershire and Stroud College
CEO – Kevin Hamblin, Principal – Sara-Jane Watkins
Filton Campus
Filton Avenue
Bristol
BS34 7AT

Head of Estates – Nigel Hornsby
Head of I.T. – Tim Hanks
Head of M.I.S. – David Fisk

5. **Related Policies, Procedures, Codes of Practice and Legislation**

5.1. Data Protection Act 1998

<https://www.legislation.gov.uk/ukpga/1998/29/contents>

5.2. General Data Protection Act May 2018

<https://ico.org.uk/media/for-organisations/data-protection-reform/overview-of-the-gdpr-1-13.pdf>

5.3. Office of the UK Information Commissioner's 'CCTV Code of Practice'

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

5.4. Regulation of Investigatory Powers Act 2000 (RIPA) – amended 2016

<https://www.legislation.gov.uk/ukpga/2000/23/contents>

5.5. Freedom of Information Act 2000

<https://www.legislation.gov.uk/ukpga/2000/36/contents>

- 5.6. **SGS Data Protection Policy**
https://sgscol.sharepoint.com/:w:/r/sites/staff/DataHub/_layouts/15/WopiFrame.aspx?sourcedoc=%7B77DAEA20-F092-4C85-A55D-DC16BD78B66E%7D&file=Data%20Protection%20Policy.docx&action=default&DefaultItemOpen=1
- 5.7. **Staff Disciplinary Policy & Procedure**
[https://sgscol.sharepoint.com/:w:/r/sites/staff/DataHub/_layouts/15/WopiFrame.aspx?sourcedoc=%7B2CE5B604-2042-470D-ADFB-F67A39E832D7%7D&file=Disciplinary%20Policy%20and%20Procedures%20\(inc%20SPH\).docx&action=default&DefaultItemOpen=1](https://sgscol.sharepoint.com/:w:/r/sites/staff/DataHub/_layouts/15/WopiFrame.aspx?sourcedoc=%7B2CE5B604-2042-470D-ADFB-F67A39E832D7%7D&file=Disciplinary%20Policy%20and%20Procedures%20(inc%20SPH).docx&action=default&DefaultItemOpen=1)
- 5.8. **Enabling Positive Behaviour & Learner Disciplinary Policy & Procedure**
https://sgscol.sharepoint.com/:w:/r/sites/staff/DataHub/_layouts/15/WopiFrame.aspx?sourcedoc=%7B1CFE0AEC-2764-4F02-955B-612553C15F60%7D&file=Enabling%20postive%20behaviour%20and%20Disciplinary%20Policy.docx&action=default&DefaultItemOpen=1
- 5.9. **Compliments, Suggestions & Complaints Policy & Procedure**
https://sgscol.sharepoint.com/:w:/r/sites/staff/DataHub/_layouts/15/WopiFrame.aspx?sourcedoc=%7BCF07D58C-8AF0-435D-BF8B-A85F36FF8326%7D&file=Code%20of%20Practice%2013%20-%20Compliments,%20Suggestions%20and%20Complaints.docx&action=default&DefaultItemOpen=1