



## CCTV POLICY

<b>Process Area</b>	<b>Business Systems</b>
<b>Reference Number</b>	<b>BUS/004</b>
<b>Directorate</b>	<b>Client Services</b>

<b>Issue No</b>	<b>Date</b>	<b>Details</b>	<b>Author</b>	<b>Approved</b>
001	Mar 2009	First Issue	BO'B	BD
002	Sept 2012	Reviewed. No changes made.	BO'B	BD
003	Oct 2015	Reviewed. Minor changes to wording made.	KF	BD
004	Nov 2018	Reviewed. Major change incorporating Data Protection Officer detail.	RS	Governing Body
005	Sept 2021	Reviewed. Minor amendments to sections 1.4, 4 and 6 inserting United Kingdom General Data Protection Regulation	GY/IB	Governing Body

**If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.**

## 1. POLICY STATEMENT

- Southern Regional College (SRC) uses or will be using closed circuit television (CCTV) images to provide a safe and secure environment for students, staff and visitors, and to protect College property.
- This policy sets out the accepted use and management of the CCTV equipment and images to ensure the College complies with the United Kingdom General Data Protection Regulation, the Data Protection Act 2018, Human Rights Act 1998, Freedom of Information Act 2000 and Regulation Investigatory Powers Act 2000.
- SRC has produced this policy in line with the Information Commissioner's CCTV Code of Practice and relevant Data Protection Legislation.
- SRC is the Data Controller responsible for the processing of footage captured on the CCTV system.

## 2. SCOPE

- This policy is applicable to the Board of Governors, staff, students, visitors and any third parties employed or used by SRC.
- This policy is applicable to all images and information captured live on CCTV and those images stored by the College.

## 3. DEFINITIONS

<b>CCTV System</b>	Any SRC CCTV system.
<b>CCTV System Registration</b>	Any CCTV system must be registered with the Information Commissioners office (Data Protection Registry Entry).

## 4. PROCEDURE FOR IMPLEMENTATION

### 4.1 CHIEF EXECUTIVE

The Chief Executive shall:

- Ensure that there is clear direction and visible management support for the CCTV policy and associated guidelines.

### 4.2 Director of Client Services

The Director of Client Services shall:

- Ensure that the purposes and objectives of all CCTV systems are not exceeded.
- Consider the appropriateness of, and reasons for, using CCTV or similar surveillance equipment.
- Ensure that the CCTV policy is subject to review.

### **4.3 Head of Estates**

The Head of Estates shall:

- Notify all persons on SRC property where CCTV is installed and that a CCTV scheme is in operation.
- Ensure that all CCTV legally operates within terms of applicable legislation.
- Establish and document the person(s) who are responsible for ensuring the day to day compliance operational requirements of CCTV and this policy.
- Ensure individuals wishing to access images from the system or any formal access requests specifically relating to CCTV must be handled in accordance with the Data Protection Policy, Freedom of Information Policy and associated guidelines and procedures.
- Authorise all CCTV data access requests prior to release of data.
- Ensure all staff with responsibility for CCTV are fully trained in all aspects of CCTV operation and administration.
- Ensure all staff with responsibility for CCTV are aware of the requirements of the Data Protection Policy and SRC Code of Practice.
- Ensure cameras are properly maintained and any necessary repairs are carried out in a timely manner.

### **4.4 College Data Protection Officer**

The College Data Protection Officer shall:

- Ensure that SRC CCTV system is registered with the Information Commissioner's Office as part of the Data Protection Registry Entry.
- Facilitate formal Subject Access Requests of any images captured under the terms of Data Protection Legislation, (namely the United Kingdom General Data Protection Regulation and Data Protection Act 2018).
- Ensure all Data Access requests which involve the processing of CCTV footage are centrally collated.
- Ensure that all Data Access requests are added to the College's Subject Access Request register.

### **4.5 Staff**

All staff shall:

- Familiarise themselves with the policy.
- Act in accordance with the policy.

## **5. DISTRIBUTION**

Policy Centre on SharePoint  
College Website

## **6. RELATED DOCUMENTS**

Data Protection Policy  
Disciplinary Policy as appropriate  
Human Rights Act 1998  
United Kingdom General Data Protection Regulation  
Data Protection Act 2018  
Freedom of Information Act 2000  
Regulation Investigatory Powers Act 2000  
CCTV Procedural Note

## **7. FLOWCHART**

N/A