



# CCTV

## Policy and Procedure

Myerscough College has installed CCTV systems in some of its locations used by members of the public, for the purposes of public safety and crime prevention/detection. This is supported by Section 163 of the Criminal Justice and Public Order Act 1994 for Local Authorities and the Crime and Disorder Act 1998 for the Police.

The College considers the CCTV scheme will achieve the following objectives:

- To assist in the reduction of crime, anti-social behaviour, the fear of crime and increase the confidence of the public in the area
- Facilitate the identification of offenders
- Assist in the prevention and detection of crime and disorder committed in public areas
- Deal with any serious public safety concerns
- To monitor the security of the College's business premises
- To ensure that health and safety rules and College procedures are being complied with
- To assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary proceedings being instituted against employees and to assist in providing relevant evidence

The system will only be used for these objectives, and for no other purposes. The CCTV scheme is intended to contribute to the provision of a safe and comfortable environment in the College for the benefit of all those who work or visit the campuses covered by CCTV.

This policy applies to CCTV and other systems which capture images of identifiable individuals operated for the purposes of promoting security. Myerscough College operates a CCTV surveillance system throughout the College estate, with images being recorded centrally. The system is owned and managed by the College and operated by the College's Estates Department.

## 1. Compliance

Images obtained from the system which include recognisable individuals constitute personal data and are covered by the General Data Protection Regulation and any other current Data Protection Act. This Policy should therefore be read in conjunction with the College's Data Protection Policy. Myerscough College is the registered data controller under the terms of the Act. The Data Protection Officer for the College is responsible for ensuring compliance with the Act. This policy has been drawn up in accordance with the advisory guidance contained within the Information Commissioner's CCTV Code of Practice and the Home Office Surveillance Camera Code of Practice.

## 2. Operation of CCTV

CCTV may be monitored live by designated staff employed by Myerscough College. In all locations, signs are displayed confirming that CCTV is in operation. The system will also be operated in accordance with the 12 Guiding Principles set out in the Surveillance Camera Codes of Practice 2013.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/282774/SurveillanceCameraCodePractice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf)

## 3. Information Retention

Images and information shall not be stored longer than is required for the stated purpose. Images will be deleted once their purpose has been discharged. Information used as a reference database for matching purposes will be accurate and kept up to date. Images captured by CCTV will not be kept for longer than 30 days and will be deleted after such time. However, on occasions there may be a need to keep images for longer, for example during an investigation.

## 3. Access to CCTV Footage

Access to view recorded CCTV footage will be restricted to a limited number of designated staff as part of their roles:

- The Director of Health, Safety and Security
- Security Officers
- Director of Student Support and Welfare
- Residential Support Manager
- Residential Support Officers
- Director of Farm Operations & Innovations
- Library & Learning Resources Manager
- IT Staff (for systems maintenance)

Any individual who believes that they have been filmed by the system can request a copy of the recording, subject to any restrictions covered by the Data Subject Request, in accordance with data protection legislation. Data subjects also have the right to request that inaccurate data be corrected or erased. Procedures are in place to ensure all such access requests are dealt with effectively and within the law. Access requests should be addressed to the Data Protection Officer of the College using the following email: [dpo@myerscough.ac.uk](mailto:dpo@myerscough.ac.uk).

## **5. Information Released to Third Parties**

The College will only disclose CCTV images to others who intend to use the images for the purposes stated in 4. above. All information that is released to third party persons is the subject of data protection legislation and will require the authority of the College's Data Protection Officer under the College's Data Protection Policy. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

## **6. Covert Recording**

Covert cameras may be used only in very limited circumstances. This requires the written authorisation of the Deputy Principal Resources and, where this may involve members of staff, the Principal. Covert surveillance may be carried out in cases of suspected specific criminal activity only where the objective of making the recording would be seriously prejudiced should the individual(s) concerned be informed of such surveillance.

Any authorisation to use covert surveillance must include a justification of the need to use such methods to obtain evidence of suspected criminal activity in a specific case; an assessment of alternative methods of obtaining such evidence and a statement of how long the covert monitoring should take place. The authorisation must be reviewed every 28 days and consider whether that should continue or be closed. Any decision to use covert surveillance for any reason must be fully documented and records of such decision retained securely.

## **7. Body Cameras**

College staff do not routinely wear body worn video cameras. Body worn video cameras (BWV) are CCTV cameras attached to the uniforms of security staff. These cameras record both audio and visual footage. BWV can only be used with the approval of the Principal and can only be worn to satisfy the purposes set out above.

All BWV shall be managed by the College's Estates Manager. The Estates Manager shall be responsible for the use and for training of staff in its use. All staff who may use BWV will have full training in their use. No staff will be permitted to use BWV until they have read and agreed to this Policy.

All incidents which involve the use of body worn cameras shall be logged, documenting the date, time, reason for use, name of authoriser and name of the officer wearing the BWV. The member of staff wearing BWV is always responsible for its use.

Before recording commences, staff wearing BWV should alert those present that the recording will be taking place stating the following:

- that recording is taking place;
- that this includes audio recording;
- their own name and that of any colleagues;
- the date;
- the time;
- the location; and
- the nature of the incident.

If the recording has started prior to the arrival of the member of staff at the scene, they should state this upon arrival.

Where this is not operationally possible, this information should be provided as soon as it is practicable to do so.

The cameras shall be aimed at those involved in the incident and not at third parties who are not involved. Officers should do their best to ensure that those not involved in an incident are not recorded: this may include standing in a position to block them from being filmed or asking them to move.

BWVs should never be used covertly or concealed.

Footage on the camera will be retained for 30 days unless required for the purposes of an investigation.

## **8. Live Streaming/Recording of Teaching Sessions**

The live streaming and/or recording of teaching sessions may take place in designated classrooms where teaching is being delivered remotely for some students. Where this is the case, signage should be in place notifying students of this and allowing them the option to notify the tutor should they not wish their image to be captured. It may be appropriate to allocate seating in a position where the student's image will not be captured by the live streaming/recording.

Where a student chooses to participate in the teaching session, they may then be identifiable, and it must be made clear that the legal basis for the use of personal data in live streaming/recording is not consent, and therefore there can be no request that they not be identified as they have chosen to participate.

## **9. Complaints**

Any complaints about the use of CCTV at the College should be directed through the College's Complaints Policy and Procedure, which can be viewed on the College's website: Complaints Policy and Procedure.

Document History			
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<b>Approval:</b>	Senior Leadership Team	<b>Approval Date:</b>	September 2021
<b>Review Date:</b>	September 2024		
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Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
Education Inspection Framework			
MATRIX			
QAA			
QIA			
ESFA			
Key Changes to Document			
New policy			

**All Myerscough College Policies are subject to screening for Equality Impact Assessment**

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

**Safeguarding, Learner Protection and Prevent**

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.