



Document Title	CCTV Code of Practice
Document Status	Draft
Version Number	V.0.1
Effective Date	

1. Introduction

The aim of this code of practice is to ensure that the closed circuit television system of Green Templeton College stands up to scrutiny and is accountable to the people it aims to protect.

Green Templeton College is committed to the belief that everyone has the right to respect for his or her private and family life and their home.

The College's code of practice is underpinned by the Information Commissioner's CCTV Code of Practice: <https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

2. Definitions

For the purpose of this code of practice, the following definitions will apply:

College: Green Templeton College and its constituent buildings and properties.

CCTV: Closed Circuit Television System, which includes digital and analogue recordings.

3. Scope

This code of practice applies to all students, fellows, staff, contractors and visitors of the College. This code does not apply to cameras that will be used solely for teaching and research.

4. Ownership and operation of the CCTV System

The CCTV system is operated by the Lodge and all recorded material and copyright is therefore owned by Green Templeton College.

5. Principles

The following principles will govern the operation of the CCTV system:

- The CCTV system will be operated fairly and lawfully and only for the purposes authorised by the College.
- The CCTV system will be operated with due regard for the privacy of the individual.
- Any changes to the purposes for which the CCTV system is operated will require the prior approval of the Bursar and will be publicised in advance.

6. Purpose of the CCTV System

The system is intended to provide an increased level of security in the College environment for the benefit of those who study, work, live in or visit the site.

The CCTV system will be used to respond to the following key objectives, which will be subject to annual assessment:

- To detect, prevent or reduce the incidence of crime
- To improve the operational response of security patrols in and around the areas where CCTV operates
- To create a safer community
- To provide emergency services assistance
- To assist with health & safety

As community confidence in the system is essential, all cameras will be operational.

System details

The CCTV system consists of overt cameras situated on College property, which continuously record activities in the area of coverage. The system in place is an Avigilon CCTV system. There are 16 cameras arranged between two sites - 11 on the main site at 43 Woodstock Road and 5 at Rewley Abbey Court.

The system records on movement, pre-recording a 10 second section before the movement was detected and 30 seconds after.

The server unit is located in the college server room adjacent to the Lodge and is kept secure – keys being held by the IT department and the Lodge. The server keeps data for 30 days and then self-erases on a rolling basis.

Covert cameras

Use of covert cameras will only be authorised by the College in exceptional circumstances, where there is reason to suspect criminal activity or a serious breach of College regulations and notification of the monitoring would be likely to prejudice the prevention or detection of that activity. The period and scope of the monitoring will be as narrow as possible to allow investigation of the alleged offence and the monitoring will cease as soon as the investigation is complete. Only information gathered in relation to the alleged offence will be retained. This information will only be viewed by those for whom access is strictly necessary, for example in relation to potential disciplinary proceedings.

7. Data Protection

Recorded images of living, identifiable individuals constitute personal data under UK data protection legislation.

The use of CCTV is listed in the College's notification with the Information Commissioner's Office.

Further information can be found in the College's privacy notices and data registers

8. Access to Information

Requests for access to CCTV footage should be made to the Data Protection Officer:

Kirsty Taylor

Green Templeton College

43 Woodstock Road,

Oxford,

OX2 6HG

(01865) 284596

dp@gtc.ox.ac.uk

Access to recorded footage will be prohibited except for lawful, proper and sufficient reasons (e.g. official visits from law enforcement or inspection agencies, security staff etc.) and only then with the personal authority (verbal or written) from the Data Protection Officer or Lodge Manager. Any such visits will be recorded. Live footage will be restricted to Lodge Staff only.

Requests for information by the Police and other authorities must be accompanied by the relevant data protection form duly signed by the appropriate authority and must also be made through the Data Protection Officer or Lodge Manager. Disclosures in relation to the prevention or detection of crime and the apprehension or prosecution of offenders may occur without the consent of individuals.

Internal requests to view CCTV, for instance in relation to a disciplinary investigation, should be made to the Data Protection Officer or Lodge Manager clearly setting out why the request is being made and how it might assist the investigation.

Recorded footage may be accessed with the authorisation of the Domestic Bursar in an emergency where it is vital that the footage is made available immediately. A data protection form must still be obtained to document that the access occurred.

9. Public Information

A copy of this code of practice will be made available to anyone on request.

10. Signage

Signs are placed at the entrances to the College. The signs indicate the presence of monitoring and recording along with contact details for further information.

11. Complaints

Any use of the CCTV system or footage produced, which is outside this code and is inconsistent with the objectives of the system will be considered gross misconduct. This includes the unauthorised use of webcams.

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable cause will be dealt with under the College disciplinary procedure. If any breach constitutes an offence under criminal or civil law then court proceedings may be taken.

Any complaint concerning misuse of the system will be treated seriously and investigated by the Data Protection Officer. The Data Protection Officer will ensure that every complaint is acknowledged in writing within seven working days, which will include advice to the complainant of the inquiry procedure to be undertaken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system, which is deemed to be of a criminal nature.

12. Major incidents

In the event of a major incident arising, such as serious public disorder, bomb threats/explosions or serious fires the police will be given authority to access to the CCTV system. Such authority will be given by the Domestic Bursar or Lodge Manager.

13. Retention of data

CCTV footage will be retained for a maximum of 30 days, except in cases where a copy has been made in relation to a police, disciplinary or health and safety investigation. These copies may be held for up to 12 months.

14. Disposal of data

The disposal of footage will take place in accordance with data protection guidelines. Video footage will be erased automatically by the CCTV system.

15. Review

This code of practice will be reviewed annually by the Lodge Manager.