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This policy applies to all College activity including ESF contracts.

CLOSED CIRCUIT TELEVISION POLICY

1. INTRODUCTION

1.1. Leicester College recognises the importance of providing a safe and secure working environment for all staff, students and visitors to its sites. As part of the College's security strategy, a closed circuit television scheme has been introduced and this Policy agreed to ensure the scheme is operated:

- fairly, lawfully and only for the purposes authorised in accordance with the College's policy;
- with due regard for the privacy of the individual;
- in accordance with the operational procedures designed to safeguard the security and integrity of the scheme.
- The College will have due regard to the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 1998. Although not a relevant authority, the College will also have due regard to the Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 and in particular the 12 guiding principles contained therein. The College has produced this policy in line with the Information Commissioner's CCTV Code of Practice.
- CCTV operates 24 hours day.
- Recorded images shall be viewed by authorised members of staff. Recorded images shall only be viewed in designated, secure offices.

2. POLICY STATEMENT

2.1. The purpose of closed circuit scheme is to:

- To reduce the fear of crime and to provide reassurance for all staff, students and visitors to the College.
- To assist in providing a safer environment for staff, students and visitors to the College by reducing the threat to personal safety and property.
- To assist in the detection, deterrence and prevention of crime on the College by

securing evidence to identify, apprehend and prosecute offenders and to provide evidence for internal disciplinary hearings.

- To provide improved security of the College's property.

2.2. Key objectives are to:

- To reduce incidents of assault, damage to or theft of and from motor vehicles and cycles parked on the College premises.
- To detect, prevent and reduce the incidence of property crime
- To reduce the level of criminal damage including graffiti (particularly of an offensive nature) to improve the environment and reduce costs.
- To reduce the level of incidents of public disorder and offences against the person.
- To reduce and respond effectively to incidents of harassment and bullying, especially racial harassment.
- To reduce the level of incidents relating to illegal substances.
- To improve the efficiency with which the College is able to alert the police to any unlawful activity
- To assist with the management of the College's Car Parking Policy.

3. DATA PROTECTION

- 3.1. The College's scheme will be registered for the purpose of the Data Protection Act 2018. The Data Protection Principles established by the Act will, where appropriate, be used by the College as a guide in the operation of the scheme.
- 3.2. The College will ensure that appropriate security measures are taken to prevent unauthorised access to, the alteration of, disclosure or destruction of recorded material and to prevent accidental loss or destruction of such material.
- 3.3. Recorded material will not be sold, used for commercial purposes, used for the provision of entertainment or used to provide information or material for research purposes.
- 3.4. Further information is set out in the Data Protection Policy and in the CCTV privacy notice.

4. ACCOUNTABILITY

- 4.1. Leicester College owns the closed circuit television scheme, which operates at Abbey Park Campus, Freeman's Park Campus and St. Margaret's Campus and outreach centres leased by the College. All recorded material is owned by, and the copyright of any material is vested in, the College. The College's Estates and Campus Services Department, whose personnel are employed directly by the College, will operate the scheme.
- 4.2. This Policy is binding on all employees and students of the College, all employees of contracted out services and applies to all other persons who may from time to time, and for whatever purpose, be present on the College's premises.
- 4.3. The College undertakes to comply with a requirement for accountability as set out in this Policy and to consult with, and provide information to, interested parties regarding the operation of the scheme and any proposed changes to the scheme or the Policy.

4.4. The College will:

- 4.4.1. Approve and ensure compliance with this Policy and the operating procedures for the scheme (including the provision of copies of this Policy when requested to do so by any person having legitimate grounds for so requiring them).
- 4.4.2. Provide adequate signs notifying persons entering areas monitored by the scheme that a closed circuit television system is in operation.

5. INSTALLATION

- 5.1. In consideration of the number of campuses and the relatively large sites, number of buildings and high number of internal rooms, the scheme is not intended to cover all areas, only those of strategic locations. Where cameras installed overlook any residential accommodation the College will have regard for the privacy of tenants and residents.
- 5.2. Notices advising of the existence of the closed circuit television are displayed in prominent positions at suitable locations throughout the sites.
- 5.3. All related servers and cabling to the scheme have been installed to take into account the security of the scheme.

6. MANAGEMENT OF THE SCHEME

6.1. GENERAL

- 6.1.1. The Deputy Principal is responsible for the overall management of the scheme and the requirements of Policy; the College's Director of Estates and Campus Services will manage the scheme on a day to day basis.
- 6.1.2. The Estates and Facilities Manager or Campus Warden Team Leader shall be responsible for managing the scheme in terms of maintenance on a daily basis.
- 6.1.3. Access to or release of recordings made by the system, will be strictly in accordance with the operating procedures approved by the Deputy Principal.

6.2. CONTROL AND OPERATION OF THE CAMERAS

- 6.2.1. The scheme includes cameras that have both fixed and movement control facilities. The cameras will be positioned to provide internal and external surveillance of the College buildings and adjacent thoroughfares.
- 6.2.2. The cameras with control facilities can be on either automatic or manual operation.
- 6.2.3. Only authorised persons are permitted to have control of the scheme's cameras. Staff operating the cameras shall act with the utmost probity and be made aware of the routine audit of recordings to verify compliance.

6.3. TAPES AND RECORDED MATERIALS

- 6.3.1. Disclosure of recorded images and/or still images generated from such recordings to third parties shall only be made in limited and prescribed circumstances.
- 6.3.2. 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 six weeks and will be deleted after such time. However, on occasions there may be a need to keep images for longer, for example where an investigation has become necessary.

7. TARGETED OBSERVATIONS

- 7.1. Where necessary, and in compliance with the declared purposes and key objectives of the scheme and the protocols governing the laws of evidence, the system may be used for targeted observations.

8. COVERT SURVEILLANCE

- 8.1. In exceptional and limited cases the College may introduce covert surveillance cameras that are independent of the scheme to gather evidence in respect of previously identified specific criminal activity. Covert surveillance will not be used unless authorised by the Director of Human Resources and the Deputy Principal, or another member of the Executive Leadership team, in their absence.
- 8.2. Authorisation to use covert surveillance will only be given when a specific criminal activity has been identified; it is necessary to use covert surveillance to obtain evidence of that activity; overt surveillance methods would prejudice success in obtaining such evidence and an assessment has been carried out to determine how long the covert surveillance should take place to ensure that it is not carried out for longer than necessary. Such conditions will be fully documented.

9. ACCESS TO IMAGES BY LAW ENFORCEMENT AGENCIES

- 9.1. In serious cases of crime or public safety, relevant law enforcement agencies may view CCTV images if requested in person and subject to authorisation by one of the Data Protection Officer or the Director of Estates. Law enforcement agencies may also view or request copies of CCTV images in pursuance of their duties.

10. COMPLAINTS AND BREACHES OF THE POLICY

- 10.1. The College may take disciplinary action against any employee or student who breaches this Policy or the operating procedures.
- 10.2. Any intentional or reckless interference with any part of the scheme (including cameras and recording equipment) may constitute a criminal offence and will be regarded as a breach of discipline.
- 10.3. Grievances and complaints concerning the operation of the scheme may be progressed through the College's complaints or grievance procedures or those contained within the general regulations and procedures affecting students.

11. GENERAL ENQUIRIES

11.1. Enquiries concerning this Policy and/or the scheme should be directed to the Deputy Principal, Leicester College, Freeman's Park Campus, 145 Welford Road, Leicester, LE2 7LW.

12. COMMUNICATION AND REVIEW

12.1. This Policy will be published on the staff intranet and will be available on request to other parties. It will be reviewed every three years.