



Closed Circuit Television (CCTV) Policy

1 Introduction

Brunel University London uses closed circuit television (CCTV) images to provide a safe and secure environment for students, staff and visitors, and to protect University property.

This document sets out the accepted use and management of the CCTV equipment and images to ensure the University complies with the Data Protection Act 1998, Human Rights Act 1998 and other legislation.

The University has produced this policy in line with the Information Commissioner's CCTV Code of Practice.¹

2 Purpose of CCTV

Policy

The University has installed CCTV systems to:

- deter crime
- assist in prevention and detection of crime
- assist with the identification, apprehension and prosecution of offenders
- assist with the identification of actions that might result in disciplinary proceedings against staff and students
- monitor security of campus buildings
- identify vehicle movement problems around the campuses.

¹ http://www.ico.gov.uk/upload/documents/library/data_protection/detailed_specialist_guides/ico_cctvfinal_2301.pdf

Guidance

Monitors displaying images from areas in which individuals would have an expectation of privacy should only be seen by staff authorised to use the equipment.

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this should be documented.

Images retained for evidence should be securely stored.

Guidance

Document the following information when media are removed for viewing:

1. Date and time they were removed
2. The name of the person removing the media
3. The name(s) of the person(s) viewing the images.
4. The name of the University department to which the person viewing

*The Chief Operating Officer, or his/her designated agent, is the only person who can authorise disclosure of information to the police or other law enforcement agencies.

All requests for disclosure should be documented. If disclosure is denied, the reason should also be recorded.

Guidance

In addition to the information required in section 6.1 above, the following should be documented:

1. If the images are being removed from the CCTV system or secure storage to another area, the location to which they are being transferred.
2. Any crime incident number, if applicable.
3. The signature of the person to whom the images have been transferred.

7 Individuals' access rights

Policy

The Data Protection Act 1998 gives individuals the right to access personal information about themselves, including CCTV images.

All requests for access to images by individuals (when they are asking for access to images of themselves) should be made in writing to the University's Information Access Officer. A form available to use at <http://www.brunel.ac.uk/about/administration/information-access/data-protection/policies-and-guidelines>, but an e-mail with sufficient information to locate the images is acceptable.

The manager responsible for the system will liaise with the Information Access Officer to determine whether disclosure of the images will reveal third-party information.

Guidance

Requests for access to CCTV images must include:

- the date and time when the images were recorded
- the location of the CCTV camera
- further information to identify the individual, if necessary
- payment of a fee of £10.

The University will respond promptly and at the latest within 40 days of receiving the fee and sufficient information to identify the images requested.

If a complainant or enquirer is not satisfied with the response received, they should write to the Secretary to Council.

11 Monitoring Compliance

Heads of relevant areas will undertake occasional reviews with the Information Access Officer to ensure updating of knowledge and compliance with this policy and relevant legislation.

Change notice

Modifications made 08 February 2012:

- Added bullet point regarding the Advice and Representation Centre in section 6.2

- Changed all references to 'Director, Resources and Operations' to read 'Chief Operating Officer'

- Changed logo on first page

- Changed URL for subject access form in section 7

Modifications made 11 November 2014:

- Changed logo and font

- Changed unit names for operators of CCTV systems

- Changed unit name for Information Access Officer

Modifications made 20 May 2015

- Changed University name to Brunel University London