

Security CCTV Policy

Effective from 9 July 2015

Version Number: 2.1

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Estates and Property Services

Document Control Information

Status and reason for development

Revised and updated and to provide consistent suite of documents relating to CCTV

Revision History

Date	Author	Summary of changes	Version No.
29 June 2010	Matthew Stephenson	First version of CCTV policy	V1.0
1 July 2015	Matthew Stephenson & Trevor Jones	Updated, more comprehensive version	V2.0
9 July 2015	Matthew Stephenson	Updated name and minor wording change to make it clear that this policy refers to the CCTV managed by Security	V2.1

Policy Management and Responsibilities

Owner: This policy is issued by the University Secretary and the Director for Estates & Property Services.
The University Secretary has responsibility to ensure compliance with all legislative and regulatory standards
Director for Estates & Property Services has:

- the responsibility for physical security of staff, students, buildings and contents,
- the authority to develop, authorise and promulgate policy and procedures relating to such matters, and
- the responsibility to investigate breaches of such policies (and the authority to delegate that responsibility) .

Assessment

	<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>
Equality Analysis	X	
Legal	X	<input type="checkbox"/>
Information Governance	X	<input type="checkbox"/>
Academic Governance	<input type="checkbox"/>	<input type="checkbox"/>

Consultation

	<i>Cross relevant consultations</i>
Staff Trades Unions via HR	X
Students via USSU	<input type="checkbox"/>
Any relevant external bodies	<input type="checkbox"/>

Authorised by:

University Secretary
Associate Director of Estates & Property Services on behalf of the Director for Estates & Property Services.

Date authorised:

9 July 2015

Effective from:

9 July 2015

Review due:

30 June 2018

Document location:

University Policies and Procedures Pages, 4. Estates and Property
www.salford.ac.uk/university/governance/policies-and-procedures

Document dissemination and communications plan

Item on University News Channel

1.0 Purpose

- 1.1 Closed circuit television (CCTV) surveillance is an increasing feature of daily life, deployed in a variety of areas to which members of the University and public alike have free access.
- 1.2 The purpose of this policy is to outline the University's approach to the use of CCTV systems for security purposes across the institution and to comply with the requirements of the Data Protection Act 1998, the ICO's CCTV Code of Practice 2014, the Regulation of Investigatory Powers Act 2000, Private Security Industry Act 2001, Protection of Freedoms Act 2012 and the Human Rights Act 1998.

2.0 Scope

- 2.1 This policy applies to CCTV and other systems which capture images of identifiable individuals operated for the purposes of promoting security and to identify criminal activity whether occurring, anticipated or perceived in order to enhance the safety and wellbeing of staff, students, and visitors. It also applies to information relating to individuals for the purposes of monitoring activities on University premises, car parks and other public areas.
- 2.2 The planning and design of CCTV systems has been undertaken to ensure maximum effectiveness and efficiency but cannot guarantee to cover or detect every incident occurring within the areas covered.
- 2.3 The use of conventional cameras, surveillance cameras and CCTV for other purposes including for artistic, administrative, educational or research purposes is not covered by this policy.

3.0 Policy Statements

- 3.1 The University shall be responsible for all CCTV operated upon its estate and shall be the Data Controller for the requirements of the Data Protection Act 1998 ensuring that all obligations are met.
- 3.2 Estates and Property Services is responsible for the operation and management of the University's Security CCTV systems.
- 3.3 The University shall ensure that its notification to the Data Protection Register includes the use of CCTV.
- 3.4 All operators of CCTV systems shall be appropriately trained.
- 3.5 Appropriate procedures shall be created and followed for the use of CCTV systems with recording, viewing and retention of images undertaken in accordance with approved relevant standards.
- 3.6 CCTV shall not be used to record conversations.
- 3.7 The University shall not undertake covert surveillance activities without express authorisation from the Vice Chancellor and approval of the Head of Security and the Data Protection Officer. It shall ensure that any such surveillance is compliant with relevant legislation as referred to in paragraph 1.2 above.

- 3.8 The University shall deploy appropriate equipment which enables the capture of images adequate for the purpose for which they are being collected.
- 3.9 Camera siting shall, similarly, be appropriate for the purpose.

Monitoring and Sanctions

- 3.10 Adherence to this policy, controls around, and the usage of, CCTV shall be reviewed annually by the Head of Security and the Data Protection Officer.
- 3.11 Reports of breaches shall be investigated thoroughly and in accordance with the appropriate legislation.
- 3.12 As an Officer of the University, the Director of Estates and Property Services or his nominee has the authority to investigate alleged breaches of this policy and where necessary may refer individuals to their School or Division for disciplinary action.
- 3.13 The only exceptions to paragraphs 3.1- 3.12 shall be where this is otherwise stipulated and governed by separate agreements (such as in the case of the Security CCTV systems at the Media City UK Campus).

4.0 Related Documentation

The below documents can be found on the University policy and procedures pages:

- CCTV Management Code of Practice