



## **CCTV POLICY AND PROCEDURE**

Robinson College uses a Closed Circuit Television (CCTV) system with cameras installed to transmit pictures to the Porters' Lodge where they can be viewed on a 'real time' basis. In addition, recordings are made onto the hard disk of a dedicated CCTV server for replay in the event of an incident.

The aims of the system are: -

1. To create a safer working environment for staff and students in the College.
2. To protect property, belonging to the College, students and staff.

The CCTV system is used solely for the purpose of security surveillance and, when necessary, the provision of evidence in support of any enquiry or prosecution that is associated with criminal activity committed on College property, or the misuse of College rooms or equipment. Cameras are not used to infringe an individual's right to privacy.

Operation of the CCTV controls is restricted to members of the Porters Lodge, the IT Office, the Domestic Bursar, and other persons authorised by the Domestic Bursar.

### ***Recordings Procedure***

The following procedures, concerning the use and retention of recordings, are to be followed in order to provide an acceptable level of security and accountability, and to ensure the acceptance of recordings in support of criminal proceedings.

1. Recordings are retained on the CCTV server for up to 28 days and are then overwritten.
2. If an incident occurs and it is thought that the CCTV system has some evidence on it, then the Duty Porter will arrange for a copy of the relevant part of the recordings to be placed into the Library section of the CCTV system. An entry must be made in the CCTV Register saying what the incident was, an approximate time, which camera was involved, and the name of the person making the copy. The Head Porter or nominated deputy must be informed as soon as possible.

### ***Viewing Recordings***

The Domestic Bursar, Head Porter, or person(s) nominated by them, may view recordings. If a recording is viewed a record is to be kept in the CCTV Register as to who viewed it, when and for what reason.

Any request by third party to view a CCTV recording **must be approved** by the Domestic Bursar.

### ***Criminal or Disciplinary Proceedings***

If we are asked to retain a recording for evidential purposes, in connection with a criminal activity or disciplinary process, the Head Porter will arrange for the recording to be placed on an optical disc or memory stick. This will be retained for as long as is required, which is usually until one month after the finalization of any court or disciplinary proceedings.

The Police may also request that a recording is uploaded directly to their evidential website. Links to do this are supplied directly by the Police. Any such requests received should be passed to the Head Porter or nominated deputy for action. Records will be kept in the CCTV Register of any such uploads of recordings.

Any recorded optical disc or memory stick that is requested by the Police in connection with a criminal enquiry will be released to them against an officer's signature.

### ***General information***

On no account will CCTV recordings be viewed by any unauthorised person, or removed from the Porters Lodge without the specific approval of the Domestic Bursar or Head Porter.

Staff are informed that misuse or unauthorised use of the CCTV system will be considered as a serious discipline matter.

The IT Department is responsible for ensuring that the CCTV equipment is maintained in a suitable condition.

The Head Porter, or a nominated deputy is responsible for ensuring that all optical discs or memory sticks are given a unique reference number.

The Head Porter, or a nominated deputy is responsible for destroying any optical disc once its use for evidence has been completed or for deleting recordings in the CCTV Library , and for making the relevant entry in the CCTV Register.

The Head Porter, or a nominated deputy is responsible for ensuring that the CCTV Register is kept in a suitable manner. Old Registers should be kept for a period of one year.

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