

Role Responsible:	Vice Principal (CEBD)
Written by:	Vice Principal (CEBD)
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1. Introduction

1.1 The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Itchen Sixth Form College.

1.2 The system comprises a number of fixed cameras located around the College site. All cameras are monitored within the College by the College's authorised operators on a daily basis.

1.3 The system has recording capability

1.4 All authorised operators with access to images are aware of the procedures the need to be followed when accessing the recorded images. All these employees are aware of the restrictions in relation to access to and disclosure of, recorded materials.

1.5 This policy follows Data Protection legislation and the General Data Protection Regulation (see the College's General Data Protection Regulation (GDPR) Policy.

1.6 This policy will be subject to a review periodically, but at least every three years, to include consultation as appropriate with interested parties.

1.7 The CCTV system is owned by Itchen Sixth Form College

2. Statement of intent

2.1 The College complies with Information Commissioner's Office (IOC) CCTV code of practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The code of Practice is published on the ICO website.

2.2 In areas where CCTV is used the College will ensure prominent signs are placed within the controlled areas.

2.3 It is not possible to guarantee that the system will cover or detect every single incident taking place in the area of coverage.

3 Siting the cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed and care will be taken to ensure that reasonable privacy expectations are not violated. The

College will ensure that the location of equipment is carefully considered to ensure that images captured comply with the data protection act.

3.2 The College will make every effort to ensure the position of cameras is restricted to College premises which will include outdoor areas.

3.3 Members of staff should have access to details of where CCTV cameras are situated.

4. Objectives of the CCTV scheme

4.1 Itchen Sixth Form College operates CCTV for the following purpose:

- To protect the College buildings and their assets.
- To increase personal safety and reduce the fear of crime.
- To protect and maintain the well-being of students and staff who may be on the site
- To support the Police in a bid to deter and investigate crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To protect members of the public and private property.

5. Viewing, Storage and Retention of CCTV images

5.1 Authorised operators who have permission to view the College's CCTV system must do so discretely and ensure that non authorised staff do not have access to CCTV footage or share any viewed footage physically or verbally. Any footage viewed which raises a further action must be reported to the DPO or a member of SLT. No individuals must investigate without authorisation from SLT, a failure to comply with this will be considered a breach of contract.

5.2 Authorised operators must ensure that no unauthorised copies of CCTV footage are made under any circumstances.

5.1 Recorded data will be retained for no longer than is necessary. While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.2 All data will be stored in one central secure area so a control over images recorded is in place. Only authorised operators will have access to recorded images.

5.3 Footage will be retained for 2 weeks at which point it will be over written.

5.4 In the event that an image needs to be kept for longer, permission to download must be gained from the Data Protection Officer. The Data Protection Officer will keep a log of all downloaded footage with reason for keeping the data, they will make sure the footage is deleted as soon as it is no longer required. All footage must be stored in the central secure area.

6. Access to CCTV images

6.1 Access to CCTV images will be restricted to those staff who are authorised to view them and will not be made more widely available. This is limited to:

- The Data protection Officer
- The Estates Manager / Estates supervisor
- Campus Warden
- IT staff (for system maintenance)

- Community Staff for evening cover
- Reception staff for day time cover

7 Subject access requests

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

7.2 All requests should be made in writing to the Data Protection Officer. Sufficient information relating to the CCTV request must be supplied in order to locate the information must be provided e.g. date, time and location.

7.3 The College reserve the right to refuse access to CCTV footage where this would prejudice the rights of other individuals or jeopardise an on-going investigation.

8. Access to and Disclosure of Images to Third Parties.

8.1 There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police.

8.2 Requests should be made in writing to the Data Protection Officer.

8.3 The data may be used within the College's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

9.1 Complaints and enquiries about CCTV within the College should be directed to the Data Protection Officer.

10. Further Information

Further information on CCTV and its use is available from

- CCTV Code of Practise (published by the IOC)
- Data Protection Act

I confirm I have read and understood the CCTV policy and will follow the policy whilst carrying out my role relating to CCTV.

CCTV Policy and Procedure

Name _____

Signed _____

Date _____

Appendix A – Checklist

This CCTV system and the images produced by it are controlled by the Data Protection Officer who is responsible for how the system is used and for notifying the information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act)

Itchen Sixth Form College has considered the need for CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety of the staff and students. It will not be used for other purposes. The College conducts an annual review of its CCTV use.

	Checked (date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system had been chose which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Residents will be consulted about the proposal to alter CCTV equipment.			
Cameras have been sited so that they provide clear images.			
There are visible signs showing the CCTV is in operation.			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			

Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images.			
Regular checks are made to ensure the system is working properly and high quality images are produced.			

Appendix B CCTV Signage

It is a requirement under the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The College is to ensure that requirement is fulfilled.

Access Request Form – CCTV Images

Date of recording		Location of recording	
Time of recording		Description of applicant	
Applicant Name			
Applicant Tel No		Applicant address	
Applicant Email			
Signature of applicant (or parent / guardian if under 18)			
Reason for request – to be submitted to the Data Protection Officer			
Continue overleaf if necessary			

CCTV Policy and Procedure

Received by		Date received	
Request Approved?	YES NO	Date footage released	
Notes			