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Liverpool Hope University

Campus Service CCTV Code of Practice

Approved by:	University Council
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1 Scope

Liverpool Hope University has installed a comprehensive, image-only CCTV surveillance system across the Hope Park and Creative Campuses. All images will be monitored by Campus Operatives in the Security Lodges located on each campus.

Cameras located within buildings will also, on occasion, be monitored by trained staff from the building whose areas the cameras are designed to protect, and Campus Operatives. All staff operating the CCTV system will do so in compliance with the University's policies on Data Protection.

<http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/policiesandprocedures/media,1026,en.pdf>

This Code of Practice (Code) has been prepared for the guidance of managers and the operators of the CCTV system and for the information of all members of the University community. Its purpose is to ensure that the CCTV system is used to create a safer environment for staff, students and visitors to the University, and to ensure that its operation is consistent with the obligations on the University imposed by the Data Protection Act 1998 and good practice guidance issued by the Information Commissioner. The Code is published at:

<http://www.hope.ac.uk/aboutus/governance/policiesandstrategies/>

2 Objectives

2.1 CCTV has been installed by the University for the following purposes:

- to help ensure public safety and the provision of a safer public environment leading to a reduction in the fear of crime;
- to assist in the prevention and detection of crime including facilitating the identification, apprehension and prosecution of offenders
- to assist with the identification of actions that may result in disciplinary proceedings against staff or students;
- to monitor and assist with traffic management issues on campuses listed in the Scope.

3 System

3.1 Scope

The CCTV system encompasses the University's campuses and Halls of Residence. It will also encompass all other CCTV images that, in due course, are added to the system and monitored in the 24 hour Security Lodge. References in this code to the "CCTV system" or "system" should be read accordingly.

3.2 Operation

The CCTV system operates throughout the year for 24 hours a day.

3.3 Presence and ownership of CCTV

The public is made aware of the presence and its ownership of the CCTV system by appropriate signage.

3.4 Privacy

To respect privacy, wherever practicable, the cameras are prevented from focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents. Where domestic areas such as gardens abut those areas which are intended to be covered by the scheme the Estates Services Manager (or his/her nominee) will consult with the owners of the domestic area to discuss what images may be recorded. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas, or where domestic areas are intended to be covered, training will be given to the system operators to ensure that they are made aware of the rules that cover such areas.

3.5 Recordings, storage and access

Images captured on camera are recorded on a digital hard drive. Whilst local managers will have access to local recording machines, persons monitoring the images at locations other than the Security Lodge will not be permitted to record those images or to have access to archived images. Any images recorded in these systems will be held centrally and managed by the Campus Co-ordinators.

3.6 Data Protection Act 1998

For the purposes of the Data Protection Act 1998, the Data Controller is Liverpool Hope University and it is legally responsible for the management and maintenance of the CCTV system.

4 Control room

4.1 Captured images

Images captured by the system will be monitored in the Security Lodge.

4.2 Authorised access to CCTV recording equipment

Other than emergencies, no unauthorised access to the CCTV recording equipment contained within the Security Lodge is allowed at any time. Normal access is strictly limited to authorised persons, including:

- Security Staff (Campus Operatives)
- Management staff with remote viewing monitors
- Police officers
- Halls Management Staff
- Data Protection Officer
- Other statutory officers, e.g. Health & Safety Executive officers
- Hub Security (Contractual Term Maintenance Providers)

4.3 Access procedures

Before granting access to the CCTV recording equipment, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation.

4.4 Logging access

All visitors will be logged, including details of their name, the department or the organisation they represent, the person who granted authorisation for the visit (if applicable) and the times of their access to the CCTV recording equipment.

5 Security Lodge administration and procedures

5.1 Incident log

An incident log will be maintained in the Security Lodge and details of incidents will be kept together with any consequential action taken.

5.2 Personal data

CCTV images may be personal data and therefore fall within the scope of the Data Protection Act 1988. All processing of personal data will be done in accordance with University's policy on data protection (<http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/policiesandprocedures/media,1026,en.pdf>).

5.3 Responsibility for procedures

The Estates Services Manager will be responsible for the development of and compliance with the working procedures in the Control Room.

5.4 Recorded images

Recorded images will only be reviewed with the authority of the University Secretary (or nominee), who is the University's Data Protection Officer

5.5 Copies of recorded images

Copies of tapes or digital images will only be made for the purposes set out in 2.1 or otherwise required by law.

6 Staff

6.1 Staff and the Code

All staff involved in the operation of the CCTV system will be required to have read and understood this Code.

6.2 Training

The Estates Services Manager will ensure that all staff are trained in respect of all functions, operational and administrative arising within the CCTV control operation. Training in the requirements of the Data Protection Act 1988 and this Code will be provided.

6.3 Guidance for staff

Guidance on the Data Protection Act 1988 and processing personal data are provided for staff at <http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/policiesandprocedures/media,1026,en.pdf>.

7 Recording, handling and retention

7.1 Digital recording

The Security Lodge system and local systems are supported by digital hard drive recording facilities. The digital recording system is capable of retrieving images to a dedicated server or to an external device.

7.2 Identifying and recording discs and images

Discs, still photographs and printed images will be uniquely identified. All activities relating to each disc - for instance, the date and time of recording, purpose of viewing, the copies taken, whether

discs are retained - will be recorded for evidence. For images recorded digitally, all identifying retrieval dates and times will be recorded.

7.3 Logs

A log will be maintained within the Security Lodge containing details as to the dates when the tape/disk/photograph/print was introduced into the system or created and when it was disposed of. An entry will be made in the log of any dates the tape/disk/photograph/print was removed from the Security Lodge, together with the identity of the person removing it and the reason for such removal.

7.4 Retention

Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will be retained for no longer than 30 days from the date of recording.

7.5 Accuracy

Features such as the location of the camera and/or date and time reference will be accurate.

7.6 Erasure and disposal

At the end of their useful life all images on discs will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints also will be securely disposed of as confidential waste. Such erasure and disposal will be logged by the Security Lodge.

8 Digital recording procedures

8.1 Requests to view or copy images

Requests to view or copy CCTV images will be considered on a case-by-case basis by the University Secretary (or nominee). If access is denied the reasons should be documented in the Security Lodge.

8.2 Requests from the Police or law enforcement agencies

Requests from the Police or other law enforcement agencies may arise for a number of purposes, including:

- For the prevention or detection of a crime;
- For the apprehension or prosecution of offenders;
- For the assessment or collection of any tax or duty or any imposition of a similar nature;
- For immediate action relating to live incidents, e.g. an immediate pursuit;
- For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings);
- Is otherwise necessary for the purposes of establishing, exercising or defending legal rights;
- For major incidents that may occur.

8.3 Guidance on how to deal with requests from the Police or law enforcement agencies

Clear guidance for staff on how to deal with requests from the Police and other law enforcement agencies is given here:

<http://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/policiesandprocedures/media,1026,en.pdf> .

In the first instance, all requests from law enforcement agencies should be addressed to the Campus Co-ordinator for the respective campus, who will consult the University Secretary (or his nominee).