

## **CCTV POLICY AND PROCEDURE**

The Woolf Institute uses a Closed Circuit Television (CCTV) system with cameras installed to transmit pictures to the Reception where they can be viewed on a 'real time' basis. In addition, recordings can be viewed for 28 days following original recording.

The aims of the system are: -

1. To create a safer working environment for staff and students in the Woolf Institute.
2. To protect property, belonging to the Woolf Institute, 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 Woolf Institute property, or the misuse of Woolf Institute 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 Woolf Institute's department of Services & Administration.

### **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 14 days and are then overwritten.
2. If an incident occurs and it is thought that the CCTV system has some evidence on it, then a copy of the relevant part of the recordings will be made onto an optical disc and this will be placed in a signed, sealed envelope, together with a note saying what the incident was, an approximate time, which camera was involved, and the name of the person making the copy. This should be handed to the Head Porter as soon as possible.

### **Viewing Recordings**

The Office of Services & Administration, or person(s) nominated by them, may view recordings. If a recording is viewed a record is to be kept as to who viewed it, when and for what reason.

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

If we are asked to retain a recording for evidential purposes, in connection with a criminal activity or disciplinary process, the Head Porter will take possession of the relevant optical disc for as long as is required, which is usually until one month after the finalization of any court or disciplinary proceedings.

Any request by third party to view a CCTV recording **must be approved** by the Office of Services and Administration.

On no account will CCTV recordings be viewed by any unauthorised person, or removed from the The Woolf Institute without the specific approval of the Office of Services and Administration or Executive Director.

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

***Additional information***

The Office of Services and Administration, or a nominated deputy is responsible for ensuring that the CCTV equipment is maintained in a suitable condition.

The Office of Services and Administration, or a nominated deputy is responsible for ensuring that all optical discs are given a unique reference number.

The Office of Services and Administration, or a nominated deputy is responsible for destroying any optical disc once its use for evidence has been completed, and for making the relevant entry in the CCTV register.

The Office of Services and Administration, or a nominated deputy is responsible for ensuring that the CCTV logbook is kept in a suitable manner. Old logbooks should be kept for a period of one year.

**Issued by the Office of Services and Administration**

Last Reviewed: November 2020