



Selwyn College Cambridge

CCTV Policy

1. Introduction and Purpose

This policy sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV surveillance systems managed by the College.

The operation of the CCTV surveillance system complies with the principles set out in the General Data Protection Regulation (“GDPR”) and the Data Protection Act.

Selwyn 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 purpose of the system is: -

1. To create a safer 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, the misuse of College rooms or equipment, or the investigation by the College of serious disciplinary offences. Cameras are not otherwise 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 Bursar, and other persons authorised by [him the Bursar from time to time](#).

2. 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 and disciplinary proceedings.

Recordings are retained on the CCTV server for up to 30 days and are then overwritten.

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 recording will be captured and stored, 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.

3. Viewing Recordings

The Dean, Senior Tutor, Bursar, Head Porter, 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 images requested by the Police in connection with a criminal enquiry will be released to them against an officer's signature.

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

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

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

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

4. Additional Information

The Head Porter, or a nominated deputy, 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 image captures are given a unique reference number.

The Head Porter, or a nominated deputy, is responsible for destroying any images once their use for evidence has been completed, and for making the relevant entry in the CCTV register.

The Head Porter, or a nominated deputy, is responsible for ensuring that the CCTV ~~logbook~~ [register](#) is kept in a suitable manner. Old ~~logbooks~~ [register records](#) should be kept for a period of one year.

The CCTV system is owned and operated by Selwyn College, Cambridge, CB3 9DQ and is in use all year round. The College is the 'data controller' for the images and recordings

produced by the CCTV system and is registered with the Information Commissioner's Office (registration number Z5808003.)

This policy has been written following current guidance from the Information Commissioner's Office. It describes the purpose, use and management of the CCTV surveillance system to ensure it meets all relevant regulatory and legislative obligations.

The CCTV system is designed to ensure maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

5. Breaches of Policy

Any breaches of the GDPR in relation to access, monitoring, recording, or retention of CCTV images must be reported to the College Data Protection Lead (who is currently the Bursar).

6. Compliance

The management and use of the CCTV surveillance system will be audited annually by the Compliance Officer, reporting to the College Data Protection Lead, to ensure compliance with current legislation.

7. Enquiries, Complaints and Concerns

To make an enquiry or raise a concern about the College's data protection policies or data processing activities, or to make a data subject access request, please contact:

College Data Protection Lead
Selwyn College
Cambridge
CB3 9DQ
Email: dataprotection@sel.cam.ac.uk

To raise a concern or make a complaint regarding the College's handling of a data subject access request or data processing activities, please contact:

Data Protection Officer
Office of Intercollegiate Services
12b King's Parade
Cambridge
CB2 1SJ
Email: college.dpo@ois.cam.ac.uk

8. Policy Review

This policy is reviewed by the Compliance Committee and approved by the College Council. It is reviewed once every 3 years. The date of next review will be ~~September 2023~~June 2026.