



Selwyn College Cambridge

CCTV POLICY AND PROCEDURE

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 aims of the system are: -

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.

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.

1. Recordings are retained on the CCTV server for up to 30 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 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.

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. Images captured from recordings may be viewed and retained by the Dean for the purposes of securing evidence in connection with a disciplinary investigation.

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 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 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.

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 is kept in a suitable manner. Old logbooks should be kept for a period of one year.