



CCTV POLICY

POLICY STATEMENT

1. This policy sets out Jesus College's approach to the use of CCTV in the workplace and its effect on employees, members of the College and visitors.

PURPOSE AND SCOPE

2. The primary use of CCTV is to protect the property and people within the College.

It is not the College's intended purpose to use CCTV for monitoring the work of employees or finding out whether or not they are complying with the organisation's policies and procedures.

3. Cameras are installed in the College for the purpose of detecting and preventing crime.

PRINCIPLES

4. The following principles apply:
 - CCTV will be installed only when and where it is a necessary and proportionate way of dealing with a problem;
 - The College will ensure that all cameras are set up in a way that ensures that there is minimal intrusion of privacy, and that any intrusion is fully justified;
 - Signs will be displayed prominently to inform employees, members of the College and other individuals that CCTV is in use;
 - No images and information will be stored beyond those which are strictly required for the stated purpose of a surveillance camera system;
 - Access to retained images and information will be restricted, with clearly defined rules on who can gain access;
 - It is not the intention that CCTV in College be used to monitor the quality and amount of work completed by an employee;

- Surveillance images and information will be subject to appropriate security measures to safeguard against unauthorised access and use.

MONITORING AND REVIEW

5. A formal review of this policy will take place every 3 years or sooner if there is a policy need or legislative change.
6. This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the Governing Body.

CCTV GUIDELINES

CCTV FOOTAGE

- 1.1 Live CCTV footage can be viewed by:
 - Turl Street Lodge staff;
 - Ship Street Reception staff;
 - The Lodge Manager.
- 1.2 Recorded CCTV footage can be reviewed (not deleted or amended) by:
 - Lodge Manager and the Lodge staff;
 - Director of Accommodation, Catering and Conferences (DACC);
 - Other College officials by way of permission of the DACC or the Lodge Manager;
 - The Police or the University Security Services under supervision of the DACC or the Lodge Manager
- 1.3 Camera surveillance will be maintained at all times and footage continuously recorded and held on system memory for a period of up to 14 days.
- 1.4 To maintain and preserve the integrity of any External Storage Device (ESD) used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention will be strictly adhered to:
 - Each ESD must be identified by a unique reference number;
 - Before using, each ESD must be cleared of any previous recording;
 - The person responsible for recording will register the date and time of the ESD recording, including the ESD reference number;
 - An ESD required for evidential purposes, be it internal or external, must be sealed, witnessed, signed by the member of staff responsible for the recording, dated and stored in a separate, secure evidence ESD store or archive. If an ESD is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the member of staff, dated and returned to the evidence ESD store or archive.

- 1.5 Employees, members of the College and visitors whose images are recorded have a right to view those images of themselves and to be provided with a copy of the images within 40 days of their request, as long as they have not been automatically deleted. Employees making such a request should write to the Data Protection Officer of the College providing the relevant time and date of the image, so that they may be easily identifiable.

JESUS COLLEGE EMPLOYEES

- 1.6 As stated the primary purpose of CCTV is to protect the property and people of Jesus College. However, when CCTV is installed in a workplace, it is likely to capture pictures of employees and workers, even if they are not the main subject of surveillance.
- 1.7 CCTV evidence may be used as part of an employee investigation where, in the reasonable belief of the College, there may have been serious or gross misconduct committed. In such cases the footage must be requested by the Director of Human Resources. In the case of a worker (non-College employee) any evidence identified may be passed to the employer.
- 1.8 In accordance with the CCTV Code of Practice, where footage is used in disciplinary proceedings, the footage will be retained and the worker allowed to see and respond to the images.

COMPLAINTS

- 1.9 Complaints about the operation of the CCTV system should be addressed initially to the Vice Principal of the College.