



## **CCTV Policy, Standards and Procedures**

**Closed circuit television (CCTV) digital images, if they show a recognisable person, are classed as personal data and are covered by the Data Protection Act 1998 (DPA) which Merton College (“we, us our”) has a legal obligation to comply with. Information must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.**

**Capitalised terms used, but not defined, in this policy shall have the meaning given to them in the DPA.**

### **Policy**

The purpose of this policy is to state how we intend to use and safe guard the CCTV system at Merton College to meet legal requirements and the objectives and principles outlined in this policy.

### **Purpose of the CCTV System**

We seek to ensure, as far as reasonably practical, the security and safety of all fellows, students, staff visitors, guest, contractors and property; while within or situated on college premises. To this end, CCTV cameras are deployed at various locations within and around the College estate for the purpose of, assisting in the prevention and detection of crime, and the safety of those on college premises. We do not allow the use of CCTV for any other purpose.

This policy details the operating standards and procedures for CCTV system installed at Merton College, Oxford, in accordance with legal requirements including:

- The DPA.
- The CCTV Code of Practice issued by the Information Commissioners Office.
- Article 8 of the Human Rights Act 1998. Respect for Private and Family Life.

### **Operating Principles**

To ensure compliance with the above requirements, whenever our CCTV system views or records information that is Personal Data, such Personal Data will be:-

- Fairly and lawfully processed.
- Processed for a limited purpose and NOT in any manner incompatible with the purpose of the CCTV system.
- Used in a way that is Adequate, relevant and not excessive.
- Accurate.

- Not retained for longer than is justifiably necessary.
- Processed in accordance with individuals' rights.
- Kept Securely

### **Operational Management and Complaints**

The operational management of the CCTV is the responsibility of the Head Porter or the on-duty team leader in his absence. As at the date of this policy, the Head Porter is John Constable and the Team Lead Porters are Sam Henry and Holly Bednarczyk.

### **Data and Privacy Protection Responsible Persons.**

**The College Data Protection Officer is Mr Charles Alexander**

**The College Data Protection Officer for CCTV is the Domestic Bursar Tim Lightfoot.**

- The Domestic Bursar has the responsibility for determining requests under the Freedom of Information Act and requests from Data Subjects (persons whose images have been captured by the recording system).

Any requests for information in relation to or complaints about Merton College's CCTV system should be addressed to the Domestic Bursar, using the following contact details:

**Domestic Bursar, Merton College, Oxford, OX1 4JD or**  
[tim.lightfoot@merton.ox.ac.uk](mailto:tim.lightfoot@merton.ox.ac.uk).

Merton College is the data controller for the purpose of DPA and is legally responsible for the CCTV system, including safeguarding the data, preventing unauthorised access and ensuring compliance with the operating principles.

### **CCTV Control of Viewing and Access to Data**

The CCTV system will be operated 24 hours each day, every day of the year.

All viewing and observing of the CCTV images from the general cameras (see **System Description** below) will be carried out in the lodge. No unauthorised access to the CCTV screens or recordings will be permitted at any time. Access will be strictly limited to the duty porter(s), the Data Protection Officer or the Domestic Bursar. Saving images to other formats such as DVD discs will only be carried out using the computer in the Head Porters office.

In addition to the general CCTV system, the Library operates a single camera to prevent and investigate book theft. Only Library staff are able to view images from this single camera from within the Library and the operation of the camera and viewing of images by Library staff must be managed in line with this policy.

CCTV viewing or observing in other places will only take place if authorised by data protection officer or Domestic Bursar. This includes remote viewing.

All staff working in the viewing area (lodge or, in relation to the Library camera, the Library) will be made aware of the sensitivity of handling CCTV images and recordings. The Head Porter will ensure that all staff are fully briefed and trained

in respect of the operational and administrative responsibilities arising from the use of CCTV.

Contractors working on the system will sign an undertaking that they understand and will comply with Merton College, CCTV Policy Standards and Procedures.

Images are retained on a secure hard drive for up to 28 days; after this period they are automatically over written.

Where we receive a valid request for images, they are normally copied to a disc, which is then given to the requesting organisation or individual. In order to carry out this process, images are initially copied to a secure drive within the college system. These images are retained for two months on a secure password protected server, in case there are any further requests, or if there has been a technical issue. After two months these images are deleted by the Head Porter.

### **Access to/Disclosure of CCTV images**

Access or disclosure requests will only be authorised by the Data Protection Officer or a Domestic Bursar.

Merton College will keep a record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it.

Requests for access to, or disclosure of images recorded on the college CCTV systems from a third party, will only be granted if the requestor falls within the following categories.

1. Data Subjects (persons whose images have been recorded by the CCTV system).
2. Law enforcement agencies.
3. An authorised college member who has responsibility for student discipline – in the course of a student disciplinary investigation.
4. An authorised College member of staff in the investigation of a Health and Safety at Work Act incident.
5. An authorised college member of staff in the investigation of crime.
6. Relevant legal representatives of A Data Subject.
7. Employees should be aware that CCTV footage may be used and relied upon, where necessary, for discipline purposes. Similarly, if there were allegations of criminal activity by employees or claims brought against any member of the College leading to civil proceedings by Students or employees the College may use and/or submit the relevant footage to the relevant authorities.

### **Access to images by a Law Enforcement agency**

Law enforcement agencies may view or request copies of CCTV images subject to providing an appropriate written DPA request and in accordance with the protocols contained within this document. In very urgent cases of crime or public safety, relevant law enforcement agencies may view CCTV images if requested in person and subject to authorisation by one of the Data Protection Officer or a Domestic Bursar.

### **Access to images by a Subject**

CCTV digital images, if they show a recognisable person, are Personal Data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by CCTV is entitled to ask for a copy of the data, subject to exemptions contained in the act. They do not have a right to instant access.

Additionally persons may make a Freedom of Information Act request.

A person whose image has been recorded and retained and wishes to have access to the data should apply in writing to the CCTB Data Protection Officer (Contact details above). The request must state the date, time and location that the footage was captured, any other useful information i.e. hair colour, clothing, direction of travel and number of people will help speed up the search.

All applications must be made by the subject themselves, or their legal representative.

In accordance with Government guidelines a £10 search fee will be charged and this is to be received by the College Bursary Department before the data is supplied.

Such request will be processed promptly and in the case of a Freedom of Information Act request responded to within 20 days. In the case of a Data Protection Request a copy will be provided within 40 days.

The Data Protection Act give the Data Protection Officer the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders, or the images have been erased. If a Data Subject Access Request form is refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

The Freedom of Information Act 2000 gives the Data Protection Officer exemptions under Section 40 and 38 of that act which would prevent disclosure of CCTV images. If a refusal is made under these exemptions, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

### **Rights in Relation to Automated Decision Taking**

Section 12 Data Protection Act 1998.

Merton College CCTV system is not used in any manner in relation to automated decision taking.

## **Request to prevent processing.**

Section 10 Data Protection Act 1998.

An individual has the right to request that a Data Controller cease, or not begin processing, or processing for a specified time period or in a specified manner, where this is causing or is likely to cause substantial and unwarranted damage or distress to that or another person.

Such requests must be made in writing to the Data Protection Officer, who will provide a written response within 21 days of receiving the request, stating the extent to which (if any) to which the College has complied or intends to comply with the notice and, where relevant, stating the reasons for not doing so.

## **System Description**

- Any changes to the system will be in compliance with the Data Protection Act and the Information Commissioners Office CCTV code of practice.
- Merton College CCTV system has a number of IP cameras covering its premises with images being transmitted to a secure server for storage and for recall at a later date, with a live feed being streamed from the server to the Lodge monitors in Merton Street and Holywell Street.
- The system comprises: Fixed position cameras and one pan and tilt camera; Monitors; multiplexers; Digital recorders; Information signs.
- Cameras are located at strategic points across Merton College premises in Oxford, principally at the entrance and exit point of precincts and buildings. No cameras are hidden from view and none of the areas covered would be considered private. The college system does not have covert cameras.
- There are notices prominently placed at strategic points and at entrance/exit points informing individuals that a CCTV installation is in use.
- The system is not capable of recording audio.
- System log on is controlled by a protected password, that is only available to authorised users.
- The location details of all camera use by Merton College is documented in the "CCTV Operational Requirement report"

CCTV images are retained for up to 28 days, after this period the system automatically overwrites the existing data on a rolling basis.

## **System Registration**

Merton College CCTV system is registered with the Information Commissioners Office – the Registration Number is **Z5861949**

## **Policy and Procedures Review**

We conduct regular reviews of our use of CCTV.

Next review date 23/05/2019.