

## WBTC - CCTV POLICY (MAY 2019)

This policy applies to staff, learners and visitors.

### Introduction

CCTV (Closed Circuit Television also referred to as a “surveillance camera system”) has been installed by WBTC with the primary purpose of reducing the threat of crime generally, protecting WBTC’s premises and helping to ensure the safety of all WBTC’s staff, learners and visitors consistent with the respect for the individual’s privacy.

The system will be used to:

- Deter those having a criminal intent.
- Assist in the prevention and detection of crime.
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
- Facilitate the identification of any activities/events which any warrant disciplinary proceedings being taken against staff or learners and assist in providing evidence to managers and/or to members of staff or learners against whom disciplinary or other action is, or is planned to be taken.
- Provide management information relating to employee compliance with contracts of employment.
- Facilitate the investigation of any incidents relating to Safeguarding and the welfare of learners, staff and visitors.
- Staff development.

The system will not be used to:

- Provide images for the world wide web;
- Record sound.

The system comprises a fixed and fully functional cameras located in the Reception area and the fire exit area. As a modular system additional cameras can be added to the system for example to ensure safety in training rooms or on stairwells. Camera images are not monitored but are recorded locally on the site where they operate and access is only available to limited people. Images are captured 24 hours a day, seven days a week. Signs will be prominently places at strategic points and entrances to buildings to inform learners, staff, visitors and members of the public that a CCTV system is in use (see Annex A). Although every effort has been made to guarantee the effectiveness of the system, it is not possible to guarantee the system will detect every incident taking place within the area of coverage.

WBTC has followed the CCTV guidelines produced by the Information Commissioner’s Office (ICO) <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>. Also the Home Office Code <https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

## **Access to images**

Access to Images will be restricted to those staff that need to have access in accordance with the purposes of the system (see Annex B). Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following:

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and / or the prevention of terrorism and disorder.
- Prosecution and Safeguarding agencies
- Relevant legal representatives.
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries).
- Members of staff and learners involved with WBTC's disciplinary process.
- Parents/appropriate adults connected to an incident under review and involving someone aged under 18.

All requests for disclosure should be documented. If disclosure is denied, the reason should be recorded.

All footage can be exported if needed to be kept as part of an investigation. Stored images are only kept for at least 14 days, however as more cameras are put in this will reduce the number of days they are kept for. This allows sufficient time and chance to come back to an event that has occurred and as the investigation proceeds, the appropriate people will be able to check other cameras.

CCTV footage is not backed up so unless exported, it will be overwritten by the latest coverage.

## **Individuals' access rights**

The Data Protection Act 1998 and General Data Protection Regulations (2018) give individuals the right to access personal information about themselves, including CCTV images.

All requests for access by individuals should be made in writing to Matt Garvey, Managing Director of WBTC ([matt@wbtc-uk.com](mailto:matt@wbtc-uk.com)) and completing the WBTC Subject Access Request Form (W152 001 APR 2018). Matt Garvey will then liaise with the Chief Executive Officer to determine whether disclosure of the image will reveal third party information.

A copy of this policy will be provided making a written request for it.

## **Viewing of images**

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings.
- The date and time of removal of the recordings.
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties).
- The reason for the viewing.
- The outcome, if any, of the viewing.
- The date and time of replacement of the recordings.

## **Removal of images for use in legal proceedings**

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented (see Annex C):

- The name of the person removing from secure storage, or otherwise accessing, the recordings.
- The date and time of removal of the recordings.
- The reason for removal.
- Any crime incident number to which the images may be relevant.
- The place to which the recordings will be taken.
- The signature of the collecting police officer, where appropriate.
- The date and time of replacement into secure storage of the recordings.

## **Guidance**

Requests for access to CCTV images must include:

- The date and time the images were recorded.
- The location of the CCTV camera.
- Further information to identify the individual, if necessary.

WBTC will respond promptly and at the latest within 30 days of receiving any fee chargeable and sufficient information to identify the images requested.

If WBTC cannot comply with the request, the reasons should be documented.

The requester will be advised of these in writing, where possible. If there is any doubt about what information can be provided to enquirers, please contact Managing Director of WBTC (matt@wbtc-uk.com) or the Chief Executive Officer.

## **Responsibility for CCTV Systems**

The overall responsibility for the CCTV system lies with the Managing Director of WBTC. Technical support is provided by ADT Fire & Security plc. WBTC will carry out annual audits to check that procedures are being complied with (see Annex D).

## Complaints

Complaints and enquiries about the day to day operation of WBTC's CCTV systems should be addressed to those having day to day responsibility. Enquiries relating to the Data Protection Act should be addressed to the Managing Director of WBTC (matt@wbtc-uk.com).

These rights do not alter the rights of members of WBTC or others under any relevant grievance or disciplinary procedures.

Supporting Documentation:	
WBTC DATA PROTECTION POLICY (INCLUDING GDPR) W150/001/APR2018	WBTC Employee Privacy Notice (May 2018) v1.0

Date Reviewed: 16 May 19	Date Impact Assessed: 16 May 19	Date Review Due: Jan 21
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## ANNEX A - WBTC - CCTV SIGNAGE



Images are being monitored and recorded for the purposes of crime prevention and public safety. This scheme is controlled by West Berkshire Training Consortium. For more information call 01635 35975.

## ANNEX B - WBTC - CCTV ACCESS REGISTER

West Berkshire Training Consortium	Data controller: Matt Garvey
CCTV System Access Register	Date:

Date request received and from whom (name & organisation)	Date referred to DPO	Subject Access Request or Third Party Request	State the reason (if third party)	Date & nature of disclosure (viewing or copy of image)	Images viewed/sent (state location, date, time of original image/s and internal image reference)	The outcome (if applicable)

## ANNEX C - INTERNAL STORAGE

Log of stored CCTV images (specific footage stored for longer than standard period)

Date Stored	Who by	Image/ file Reference	Reason for retention	Please state the format these images are being stored (e.g. CD ROM/Hard Drive/Flash drive)	Please state the date the footage was erased, by whom and why	Signed off by Data Protection Officer Date

## ANNEX D - WBTC - CCTV SYSTEM AUDIT

West Berkshire Training Consortium	Data Controller:		
CCTV System Audit	Date:		
Requirement	Yes	No	
Is the appropriate signage displayed throughout the practice, advising individuals that CCTV surveillance is taking place?			
Do the signs include who is responsible for operating the system and who to contact for further information?			
Is the system fit for purpose, i.e. does it capture quality images?			
Are all clinical areas excluded from CCTV surveillance?			
Does the system require regular maintenance or calibration? If so, is there an appropriate contract in place to facilitate this?			
Are images stored using encryption?			
Is access restricted to the information and images which are collected?			
Is there a subject access request form available for individuals and third parties to use to request access to images and information?			
Who can access images and information?			
What is the retention period?			
What is the disposal process?			
Does the practice have a CCTV or surveillance policy?			
Does the policy reflect the GDPR (effective from 25 <sup>th</sup> May 2018)			
Are staff aware of the practice policy and how to deal with requests and complaints?			
Is the CCTV system included on the practice asset register?			
Is there a log to record access and disposal?			
What training have staff received in relation to the use of the CCTV surveillance system?			
Additional comments:			
Signed:		Name:	