USE OF CCTV SYSTEMS

Compliance
The Data Protection Act 1998 details the main issues that need to be addressed where CCTV systems are used. Where information gathered by a system relates to an individual and affects their privacy it is covered by the Act. However, to be covered:

- That person has to be the focus of the information gathering process, and
- The information gathered must tell you something significant about them.

Based on these criteria, the system used in the College is a basic system and it is not, therefore, covered by the Act.

Regular assessments are carried out using the CCTV Small User Checklist provided by the Information Commissioner to ensure that the College’s system and its use remains within the law. A template copy of the checklist is attached to this paper for reference.

The College’s System and its Purpose
The College’s system is classed as a basic system in that it:

- It comprises of less than 15 cameras only.
- The cameras cannot be moved remotely.
- Only records onto the system storage whatever the camera picks up for 14 days.
- The recorded images are only passed to the police to enable them to investigate specific incidents occurring in the College.

The recorded images are securely stored and are retained only for as long as necessary for any incident to come to light (e.g. for a theft to be noticed). The equipment is checked daily to ensure that it is functioning correctly and only those individuals authorised by the Bursar are permitted access to the system.

Questions?
Any questions regarding the system should be directed to the College’s Data Protection Officer, who is the Bursar.

Similarly, any request for access to images from an individual relating to that individual must be referred to the Data Protection Officer who will deal with such a request in accordance with the Data Protection Act 1998.

Attachment:
1. CCTV Small User Checklist.
Introduction

This checklist is designed to help operators of small CCTV systems comply with the legal requirements of the Data Protection Act 1998 and it details the main issues that need to be addressed when operating a CCTV system. When used as part of a regular review process it should help to ensure that the CCTV system remains compliant with the requirements of the Act.

It is important that the Data Protection Act is complied with because failure to do so may result in action being taken under this Act. Failure to comply with Data Protection requirements will also affect the police's ability to use the CCTV images to investigate a crime and may hamper the prosecution of offenders.

If you use a CCTV system in connection with your business you should work through the checklist and address all the points listed. This will help to ensure that your CCTV system remains within the law and that images can be used by the police to investigate crime.
CCTV Small User Checklist
Operation of the CCTV System

This CCTV equipment and the images recorded by it are controlled by ..............................................................
who is responsible for how the system is used and for the notifying the Information Commissioner
about the CCTV system and its purpose (this is a legal requirement of the Data Protection Act
1998).

The above controller has considered the need for using a CCTV system and has decided it is
required for the prevention and detection of crime and for protecting the safety of customers. It
will not be used for other purposes.

<table>
<thead>
<tr>
<th>Description</th>
<th>Checked (Date)</th>
<th>By</th>
<th>Date of next review</th>
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<tbody>
<tr>
<td>The controller is aware that notification to the Information Commissioner is necessary and must be renewed annually.</td>
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<tr>
<td>Notification has been submitted to the Information Commissioner and the next renewal date recorded</td>
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<tr>
<td>Cameras have been sited so that their images are clear enough to allow the police to use them to investigate a crime.</td>
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<tr>
<td>Cameras have been positioned to avoid capturing the images of persons not visiting the premises.</td>
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<tr>
<td>There are signs showing that a CCTV system is in operation visible to people visiting the premises and the controllers contact details are displayed on the sign where it is not obvious who is responsible for the system.</td>
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<tr>
<td>The recorded images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them</td>
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<tr>
<td>The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed).</td>
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<tr>
<td>Recordings will only be made available to law enforcement agencies involved in the prevention and detection of crime, and no other third parties.</td>
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<tr>
<td>The operating equipment is regularly checked to ensure that it is working properly (e.g. the recording media used is of an appropriate standard and that features on the equipment such as the date and time stamp are correctly set).</td>
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<tr>
<td>The controller knows how to respond to requests from individuals for access to images relating to that individual. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.</td>
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</table>

Please keep this checklist in a safe place until the date of the next review

dpa-use of cctv systems