

UCL Chemical Engineering Dept Policy for Local CCTV

Purpose of CCTV system

The purposes of the departmental CCTV system are to:

- assist in the reduction, prevention and detection of crime
- assist with the identification, apprehension and prosecution of offenders
- monitor the security of buildings
- assist with safety and security management
- provide evidence which may be used by the police or others to prosecute offenders
- enhance public safety
- support protection of property
- assist in the management of lone and out of hours working in the department

Location of cameras

Cameras will be situated so that they only capture images relevant to the purpose for which the system has been established, and to ensure they do not capture areas not intended to be the subject of surveillance. In particular, only corridors or rooms fully within the Chemical Engineering Department will be covered by cameras. Cameras may only be sited in corridors, labs or shared office areas. They will not cover locations where there is a reasonable expectation of privacy (e.g. individual occupancy offices or toilets). Cameras will be sited so as to avoid viewing computer monitor screens. Cameras will not be hidden but fixed to walls or ceilings in plain view.

Type of cameras

Sound recording is not permitted. Ideally cameras used will not have this capability or if they do it must be disabled. Network cameras will be password protected to prevent unauthorised persons accessing the live images. Cameras must provide images of sufficient quality for recognition of persons moving through the field of view.

Storage of images

Images will be stored on the hard disk of a network video recorder in a locked room in the department. Access to the recorder will be password protected. Only the Departmental Safety Officer and Deputy Departmental Safety Officer will have access to the system. Images will be deleted from the system within 17 days, apart from:

1. When necessary in order to establish patterns of behaviour over a longer period, images will be retained pending any action being taken. To ensure compatibility with the 5th data protection principle, such cases must be documented.

2. Where images have been approved for disclosure to a third party, they may be held until they can be collected.

Hard copies of images may be made and copies may be stored on individually numbered CD or DVD ROM discs if required for a specific purpose in line with the objectives of the system. Such copies will be destroyed after 17 days unless either of the exceptions above apply.

Use of images

Images of staff and students used in disciplinary proceedings will be made available to the subjects of investigations or their representatives to provide them with an opportunity to respond.

Images will only be used in accordance with the purposes of the system. In particular research supervisors or managers will not be provided with images in order to track the timekeeping of their staff or students.

Recordings from the CCTV system may be played back to staff, students or visitors in order for them to assist with identification of individuals.

Access to images

Data subjects have a right of access to their personal data, including CCTV images of themselves.

Subject access requests must be made in writing, including Form 6

(<http://www.ucl.ac.uk/efd/recordsoffice/data-protection/>) or otherwise and sent to the UCL Data Protection Officer. Data subjects must prove their identity.

Copy images, if held, will be provided promptly and in any event within 40 days.

UCL does not charge a fee for subject access requests.

In certain circumstances the DPA provides for disclosure of personal data, without the consent of the data subject, to certain organisations. Requests for such disclosures from third parties, such as the police, UK Border Agency, local authorities or sponsors, should be made in writing and handled by the Data Protection Officer.

Signage

Signs must be placed so that people are aware they are entering an area which is covered by CCTV cameras. Signs must:

- be clearly visible and legible
- be of a size appropriate to the circumstances

The following text will be displayed on or below the CCTV sign:

“Images are being recorded for the purposes of crime prevention, safe working, and protection of equipment. Access to this area is restricted to certain individuals. Normal working hours are 8am to 7pm Monday to Friday. This CCTV system is run by UCL Chemical Engineering Department. For more information contact the Chemical Engineering Departmental Office (ext. 33824).”

Updated 1/9/15