

## CCTV

### Operational Procedures for Emmanuel College CCTV System

There is a close circuit television system (CCTV) in use in Emmanuel College, the cameras installed transmit their pictures to the Porters Lodge where they can be viewed on a 'real time' basis and are also recorded on a video system for archive purposes, and for replay in the event of an incident.

The object of the system is: -

1. To create a safer working environment for staff and students in the college
2. To protect property, belonging to the College, Student and Staff.

The CCTV system will be used solely for the purpose of security surveillance and, when necessary, the provision of evidence in support of any enquiry or prosecution that is associated with criminal activity committed on College property, or the misuse of College rooms or equipment.

Cameras should not be used to infringe an individual's right to privacy.

Operation of the CCTV controls is restricted to members of the Porters Lodge, or other persons authorised by the Bursar.

### Video Tape Procedures

The following procedures, concerning the use and retention of videotapes, are to be followed in order to provide an acceptable level of security and accountability, and to ensure the acceptance of videotape recordings in support of criminal proceedings.

Details are to be recorded in a CCTV Logbook maintained in the porters lodge on a daily basis.

- a. Videotapes are to be changed once a day at midnight.
- b. An entry is to be made in the CCTV register giving the reference number of the tape put into the machine together with the time, date and identity of the porter changing same.
- c. A similar entry will be made in the register to cover the removal of the tape for the previous day.
- d. In the event of a tape being taken out of the machine for any reason throughout the day, the next available tape will be put in the machine, and an entry will be made in the relevant sections of the register.
- e. The recorded tape will be stored in a tape storage unit, and will be retained for 14 days, after which it will be erased and can then be re-used. An entry will be made in the logbook when it is erased.
- f. If an incident occurs and it is thought that the CCTV system has some evidence on it, then the tape concerned should be removed and placed in a signed, sealed envelope, together with a note saying what the incident was, an approximate time,

which camera to view and the name of the porter removing the videotape from the system, This should be handed to the Head Porter as soon as possible.

### Viewing Tapes

The Bursar, Head Porter, or a person nominated by them, may view tapes. If a tape is viewed a record has to be kept as to who viewed it, when and for what reason.

Any recorded tape that is requested by the Police in connection with a criminal enquiry will be released to them against the officer's signature in the tape register.

If we are asked to retain a tape for evidential purposes, in connection with a criminal activity, the Head Porter will take possession of the tape for as long as is required, which is usually until one month after the finalization of any court proceedings.

Any request by third party to view a CCTV recording **has to be approved** by the Bursar.

On no account will CCTV video recordings be viewed by any unauthorised person, or removed from the Porters Lodge without the specific approval of the Bursar or Head Porter.

Staff are informed that misuse or unauthorised use of the CCTV system will be considered as a serious discipline matter.

### Additional information

The Head Porter, or a nominated deputy is responsible for ensuring that the CCTV equipment is maintained in a suitable condition.

The Head Porter, or a nominated deputy is responsible for ensuring that all new tapes are given a unique reference number, and for replacing old tapes once they been re-used 12 times.

The Head Porter, or a nominated deputy is responsible for erasing the tapes contents after the 14-day period, and making the relevant entry in the CCTV register.

The Head Porter, or a nominated deputy is responsible for ensuring that the CCTV logbook is kept in a suitable manner. Old logbooks should be kept for a period of one year.