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CCTV Policy & Procedure

Policy reference	POL-350
Policy area	Estates
Policy owner	Andy Crowter
Policy author	Andy Crowter
Level of consultation	1
Approval level	SLT
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Approval date	February 2025
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1. Policy Statement

Birmingham Metropolitan College (BMet) is committed to ensuring the safety and security of all staff, students, apprentices, and visitors on its premises. This policy governs the ethical and responsible use of CCTV technology to protect individuals, property, and assets, while complying with legal obligations and respecting individual privacy.

2. Purpose

The CCTV Policy establishes principles for the operation of CCTV systems, ensuring compliance with:

- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018 (DPA)
- The Surveillance Camera Code of Practice

3. Key Principles

- CCTV systems will be deployed only for legitimate purposes, including safety, security, and the investigation of incidents.
- The College will conduct and maintain a Data Protection Impact Assessment (DPIA) for CCTV systems.
- Personal data will be processed lawfully, fairly, and transparently, and measures will be taken to protect individual privacy.
- Clear signage will inform individuals of CCTV usage across the premises.
- Regular audits will ensure compliance with this policy.

4. Scope

This policy applies to all CCTV systems owned, operated, or managed by BMet, including fixed cameras and body-worn video (BWV).

5. Governance

The Director of Estates is the policy owner, supported by the Campus Safety Manager for implementation.

CCTV Procedure

1. Purpose and Scope

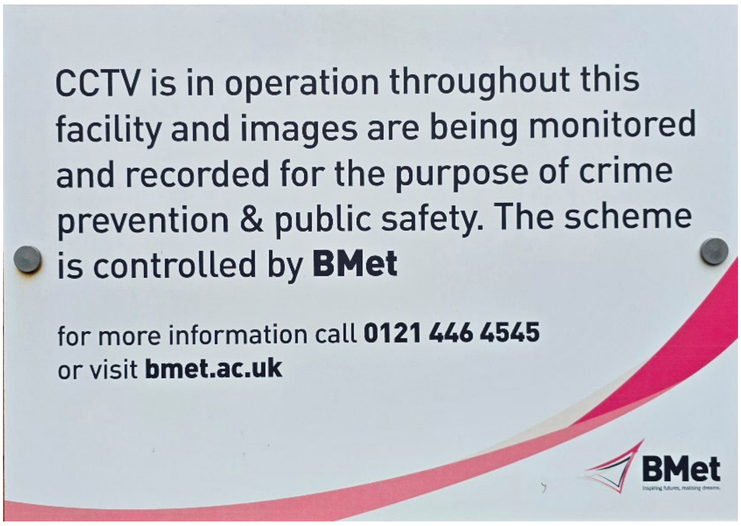
The procedure outlines operational guidelines for managing CCTV systems at BMet, ensuring safety and compliance with legal standards.

2. System Deployment

- **Location**: Cameras will be placed to monitor high-risk areas while minimising intrusion into private spaces.
- **BWV Usage**: BWV cameras may be used by authorised staff for incident management. Users must warn individuals they are being recorded.

3. Signage

The following signage shall be prominently displayed at all college sites:



CCTV is in operation throughout this facility and images are being monitored and recorded for the purpose of crime prevention & public safety. The scheme is controlled by **BMet**

for more information call **0121 446 4545**
or visit **bmet.ac.uk**

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4. Data Management

- **Retention Periods**:
  - Automated recordings: Retained for 21 days.
  - Manually downloaded footage: Retained for 30 days, or longer if required for investigations.
- **Access Controls**: Only the Mobile / CCTV Campus Safety Officers, the Campus Safety Manager, or Head of Estates, as authorised personnel will access or manage CCTV recordings.

5. External Access Criteria

- Requests from police must include a completed WA170 form via the Data Protection Officer.
- Third-party requests (e.g., contractors, insurers) must be justified, approved by the Campus Safety Manager or Head of Estates, and logged in an access record.

6. Data Protection Impact Assessment (DPIA)

A DPIA will be conducted annually or when significant changes are made to the CCTV system.

7. Training and Awareness

- Training will cover GDPR, DPA, and operational protocols.
- Training schedules (e.g., annual, or biannual) will be determined and logged by the Campus Safety Manager.

8. Monitoring and Review

- CCTV systems will be reviewed annually for effectiveness and compliance.
- Incident logs and system audits will guide improvements.

9. Integration with Other Policies

This procedure aligns with the following:

- Safeguarding & Child Protection Policy
- Data Protection Policy
- Privacy Policy
- IT Security Policy