# CCTV Code of Practice

# 1 cope

The University of Reading has installed a comprehensive, image-only CCTV surveillance system across the Whiteknights, Greenlands and London Road campuses. Automatic Number Plate Recognition (ANPR) is always used at the main entrances and exits from Whiteknights and Greenland campuses. References to CCTV throughout this document also apply to ANPR. This code of practice covers CCTV recording across Whiteknights Campus, London Road Campus, Greenlands Campus, Thames Valley Science Park, Earley Gate, Bulmershe Pavilion and all University Halls of Residence. All images will be monitored by the staff from Security Campus Services Security Services

#### 7.4 Retention

Unless required for evidential purposes or the investigation of crime or otherwise required by law, recorded images will routinely be retained for no longer than 28 days from the date of recording.

#### 7.5 Accuracy and Quality

Features such as the location of the camera and/or date and time reference will be accurate. The quality of images shall be appropriate for the purposes stated in 2 above.

#### 7.6 Erasure and Disposal

At the end of their useful life all images on discs will be erased and securely disposed of as confidential waste. All still photographs and hard copy prints also will be securely disposed of as confidential waste. Such erasure and disposal will be logged by the Control Room. Disposal will be in line with University guidance.

#### 7.7 Software updates and maintenance of systems

All CCTV software and systems will be kept up to date and maintained to ensure security and compliance with relevant legislation.



#### 8.1 Requests to view or copy images

Requests to view or copy CCTV images will be considered on a case-by-case basis by the Security Services Manager (or nominee). If access is denied the reasons should be documented in the Control Room.

#### 8.2 Requests from the Police or law enforcement agencies

Requests from the Police or other law enforcement agencies may arise for a number of purposes, including:

For the prevention or detection of a crime;

For the apprehension or prosecution of offenders;

For the assessment or collection of any tax or duty or any imposition of a similar nature;

For immediate action relating to live incidents, e.g. an immediate pursuit;

For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings);

Is otherwise necessary for the purposes of establishing, exercising or defending legal rights;

For major incidents that may occur.

8.3 Guidance on how to deal with requests from the Police or law enforcement agencies

Clear guidance for staff on how to deal with requests from the Police and other law enforcement agencies can be obtained from the Data Protection Officer. In the first instance, all requests for CCTV from law enforcement agencies should be addressed to the Security Control room.

Law enforcement agencies should provide appropriately authorised data disclosure forms which establish their identity and the purposes for which they require the disclosure. Staff should follow guidance issued by Data Protection Officer and the Data Sharing Agreement with TVP, RUSU and UPP.

## 8.4 Third party access

Access by other third parties to recorded images will be dealt with under Information Compliance laws and should be addressed to imps@reading.ac.uk.

## 8.5 Access to recorded images

Access to recorded images will be restricted to only those staff concerned with the purposes set out in 1.1 and will be documented by the Control Room.

## 8.6 Security of recorded images

It is the responsibility of the Security Services Manager to ensure that the method used to disclose images is secure and complies with University policy on encryption: www.reading.ac.uk/encryption-policy

## 8.7 Accessing personal data

Individuals have a right to request access to their own personal data which can include CCTV images. Individuals wishing to access their personal information contained within CCTV images should follow the procedure given at: www.reading.ac.uk/accessing-personal-data

The method of disclosure shall be secure.

## 8.8 Third party personal data

Where third parties are identifiable, third party personal data may be anonymised or redacted.

# Complaints and contacts

## 9.1 Complaints

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