

# CCTV Policy

For the attention of: All Staff, Students and Visitors  
Produced by: Group Principal and CEO  
Approved by: SLT  
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## Vision, Purpose & Values

### Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

### Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

### Our Values

**Excellence:** A culture of creativity, high expectations, ambition and aspiration

**Respect:** Showing fairness, courtesy and mutual respect to each other and our environment

**Integrity:** Honesty, openness and trust at the heart of College life

**Diversity:** Celebrating diversity and inclusivity as a key to our success

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## 1. Policy Statement

The Windsor Forest Colleges Group (WFCG) complies with the Information Commissioner's Office (ICO) code of practice under the UK GDPR, the Data Protection Act 2018 (DPA) for Closed Circuit Television (CCTV) use. We also adhere to the UK GDPR, Privacy and Electronic Communications Regulations (PECR).

Our College group maintains a CCTV system to ensure the safety and security of students, staff, and visitors, as well as to protect College property. CCTV data is considered personal information and is processed in line with data protection laws. This policy aligns with the Data Protection Act 2018, UK GDPR, Freedom of Information Act 2000, Protection of Freedoms Act 2012, and the Human Rights Act 1998. We are committed to upholding legal obligations and respecting the rights of individuals regarding their personal data.

## 2. About This Policy

This policy addresses the purpose, operation, and access to the CCTV system at WFCG. It outlines our commitment to complying with data protection laws and provides guidelines for subject access requests. This policy applies to all staff, students, and visitors and non-compliance may result in disciplinary action, including dismissal.

## 3. Reasons for CCTV Use

CCTV is installed at various locations within WFCG for several purposes, including:

- Ensuring safety of staff, students, residents, visitors, and property.
- Monitoring staff and student welfare and behaviour.
- Protecting College assets from intrusion, vandalism, and damage.
- Assisting in identifying, apprehending, and prosecuting offenders.
- Supporting disciplinary proceedings.
- Ensuring health and safety.
- Aiding law enforcement in crime prevention and prosecution.
- Acting as a deterrent against crime.

## 4. Monitoring and Access

- CCTV records activity at WFCG's 4 campuses 24 hours a day, both internally and externally.
- No sound recording is used.
- Authorised staff receive training on legal requirements.
- Storage rooms where the CCTV servers are located are secured.

## 5. How We Operate CCTV

- Cameras are numbered for identification
- Justifications for camera placement are regularly reviewed.
- Monitoring is restricted to authorised staff (Security, IT, nominated estates and domestic services staff).
- Misuse of the system may result in prosecution.
- Signage informs individuals about CCTV operation.

## 6. Management and Access

Roles with access to CCTV at WFCG:

- IT Services Team (excluding apprentices and temporary staff)
- Reception Manager
- Domestic Services Manager
- Directors of Estates, residential Estates team members
- Deputy Head of Estates
- Director of Health & Safety
- Group Executive Director of Technology/ Group Head of IT
- Campus Wellbeing Officers (Security)/ Senior Site Controller
- Group Executive Director of People
- Designated Safeguarding Lead and DDSLs
- Data Protection Officer

### *Protocol and Example Scenarios*

- CCTV search requests must be logged via the IT Services Helpdesk (BCA)
- CCTV search requests at Langley, Strode's and Windsor must be logged via the Estates team.
- Search details must include requestor, purpose, success, searcher, present witnesses, date, and time.
- Approval is required for 'term time' searches (HoD/SLT). Subject Access Requests are separate (see section 9).
- Staff requesting CCTV for their own use must adhere to the guidelines outlined in this policy
- Emergency requests are prioritised for out-of-hours police incidents

### *Viewing and Download Procedure*

- Downloads require HoD request and approval from an SLT member.

- Police access requires a Data Release Form and proof of identity.

## **7. Use of CCTV Data**

- Data integrity and security are maintained through encryption and secure storage.
- Data processors are engaged with contractual safeguards.

## **8. Retention and Erasure of Data**

- Images are stored for 30 days (with possible exceptions), then overwritten when the storage medium reaches maximum capacity.
- Senior Leadership Team may delay deletion/overwriting of data for investigations.

## **9. Subject Access Requests**

- Data subjects can request personal information, including CCTV images (see UK GDPR Policy).
- Requests must include date, time, location, and identifying information. Third-party images are obscured when necessary and where possible such as to comply with data protection regulations.

## **10. Complaints and Further Information**

- Staff should address concerns with their manager or use the formal grievance procedure.
- Data subjects can contact the Data Protection Officer (DPO) or the Information Commissioner's Office for further information.
- Third-party images are obscured when necessary.

## **11. Associated Documents**

- UK GDPR Policy
- Complaints and Compliments Guidance for Customers
- Compliments, Comments and Complaints Policy