



Closed Circuit Television Code of Practice

Introduction and accountability

The College has in place a comprehensive closed circuit television ('CCTV') system to assist in providing a safe and secure environment for members of the College and visitors and to provide protection for College property.

The CCTV system is capable of being monitored by the Porters from within the Porters' Lodges with cameras installed across the entire Estate. The Porters are the designated 'Operators' of the CCTV System.

The CCTV system is owned by the College and managed by the Estates Manager who is the 'Responsible Person' and 'System Manager', The System Manager may nominate a member of the College who has the necessary training and checks/clearance to act as the System Manager in their place when the Estates Manager/Head Porter is not available.

The Code of Practice has been prepared to provide guidance for the managers and the operators of the CCTV system and to provide information to all members of the College. Its purpose is to set out the accepted use and management of the CCTV system and images to ensure that the College complies with the [Data Protection Act 1998](#) (DPA), the [Human Rights Act 1998](#) (HRA), the [Health and Safety at Work etc Act 1974](#) (HSW), the [Regulation of Investigatory Powers Act 2000](#) (RIPA), the [Private Security Industry Act 2001](#) (PSIA), and any other subsequent or relevant legislation.

The College has produced the Code of Practice in line with the Information Commissioner's [CCTV Code of Practice](#) and the Home Office [Surveillance Camera Code of Practice](#). This policy should be read in conjunction with the College's [Data Protection Policy](#).

Complaints

The Estates Manager is responsible for the operation of the CCTV system, and, in the first instance, for ensuring compliance with the CCTV Code of Practice. Breaches of the Code of Practice by members of the College monitoring the system may result in disciplinary proceedings under the relevant conditions of employment. However, it is also recognised that members of the College may have concerns or complaints in respect of the operation of the system.

Any concerns with respect to the system's use and/or regarding compliance with the Code of Practice should, in the first instance, be addressed to the Estates Manager. Alternatively, concerns may be raised with the Assistant Bursar.



1. System Objectives

The CCTV system has been installed by the College for the principal purposes of:

- i. The Health and Safety of members of the College and visitors;
- ii. The prevention and detection of crime;
- iii. Monitoring the security of the Estate and property thereon;
- iv. The prevention, detection, and investigation of disciplinary offences in accordance with the College's disciplinary procedures;
- v. The identification and discipline of individuals who breach College rules and policies;
- vi. Assisting in the management of the College;
- vii. Assisting the emergency services, and
- viii. Assisting in addressing issues which impede or disrupt the orderly operation of the academic process.

It is recognised, that there are ancillary benefits of operating the CCTV system. These may include the reduction of the fear of crime and the provision of a safer public environment for the benefit of those who work and visit the College. However, these objectives must be consistent with respect for an individual's privacy.

2. Statement in Respect of the Human Rights Act 1998

The College recognises that public authorities and those organisations carrying of the functions of a public service nature are required to observe the obligations imposed by the Human Rights Act 1998, and to consider that the use of CCTV in the College is a necessary, proportionate, and suitable tool to help reduce crime, to reduce fear of crime, and to improve public safety.

It is recognised that the operation of the CCTV System may be considered to infringe on the privacy of individuals. The College understands that it has a responsibility to ensure that the scheme will only be used as a proportionate response to identified problems and may only be used in so far as it is necessary in a democratic society, in the interests of national security, public safety, the economic well-being of the College, for the prevention and detection of crime and/or disorder, for the protection of health and morals, and/or for the protection of the rights and freedoms of others.

The Code of Practice and observance of the operational procedures contained in the operations manual shall ensure that the evidence is secured, retained and made



available as required to ensure there is absolute respect for everyone's right to a fair trial.

The CCTV system shall be operated with respect for all individuals, recognising the right to be free from inhumane or degrading treatment and avoiding discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth, or other status.

3. The System

- 3.1 The CCTV system encompasses the College Estate only. It will also encompass all other CCTV images that, in due course, are added to the system and monitored in any of the College Porters' Lodges at the College.
- 3.2 The system is operational and images are capable of being monitored for twenty-four (24) hours a day and images retained for a period of twenty-eight (28) days. If archived then those saved images may be viewed throughout the whole year by operators and managers of the system.
- 3.3 The public and members of the College are made aware of the presence of the system and its ownership by appropriate signage. This signage will set out the purposes for processing CCTV images and identifies the College as the party responsible for processing those images.
- 3.4 To ensure privacy, wherever practicable, the cameras are prevented from focusing or dwelling on domestic accommodation and this will be demonstrated on request to local residents. Domestic accommodation includes student accommodation. Where domestic areas such as gardens about those areas which are intended to be covered by the scheme the Estates Manager (or their nominee) will consult with the owners of the domestic area to discuss what images may be recorded. Where it is not practicable to prevent the cameras from focusing or dwelling on such areas or where domestic areas about the areas which are intended to be covered, appropriate training will be given to the system operators to ensure that they are made aware that they should not be monitoring such areas.



- 3.5 Images captured on camera will be transmitted to the Porters' Lodge where they will be recorded for use in accordance with the Code of Practice. Porters monitoring the images at locations other than the Porters' Lodge will not be permitted to record those images or to have access to archived images.
- 3.6 Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident, which takes place within the area of coverage.
- 3.7 For the purposes of the Data Protection Act 1998, the Data Controller for the CCTV system and images produced by the system at the College is the Estates Manager and the College is legally responsible for the management and maintenance of the CCTV system.
- 3.8 Dummy cameras will not be used as part of the CCTV system.

4. Porters' Lodge

- 4.1 Images captured by the system will be monitored in the Porters' Lodge. Monitors cannot be seen from outside the Porters' Lodge nor can images be seen by those entering the Porters' Lodge. The area the system may be observed and operated from is the restricted area and is behind Porters' desk. Monitors can be turned off if necessary.
- 4.2 Normal access to the area where the monitors are located is strictly limited. Members of the College, visitors and others do not have access to the images on the monitors. Police officers may enter the area where the images are monitored with the explicit consent of the Estates Manager or their nominee.
- 4.3 Persons other than those specified in paragraph 3.2 may be authorised to access the restricted areas of the Porters' Lodge. For those persons requesting access to those areas written authorisation is required and permission may only be given by the Estates Manager or their nominee. Each separate request for access will require individual authorisation and will be supervised, at all times, by the Duty Porter or their nominee. Such visitors will not be given access to any data, which falls within the scope of the Data Protection Act 1998 and other relevant Acts as per those stated in the Introductory section of this Code of Practice.



- 4.4 Access may be granted to persons with a legitimate reason to enter the restricted area by the operator in an emergency and where it is not reasonably practicable to secure prior authorisation.
- 4.5 Before granting access to the restricted area, the Porters must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the Visitors' Log, which shall include details of their name, their department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the times of their entry to and exit from the relevant Porters' Lodge.

5. Porters Lodge CCTV Administration and Procedures

- 5.1 An incident log will be maintained in the Porters' Lodge and details of incidents relating to the CCTV system will be noted together with any consequential action taken.
- 5.2 It is recognised that images obtained may comprise of personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures outlined in Appendix I of this Code of Practice, and are designed to ensure the integrity of the CCTV system. The Estates Manager will be responsible for the development of and compliance with the working CCTV procedures in the Porters' Lodges.
- 5.3 Recorded images will only be reviewed with the authority of the Estates Manager or their nominee. Digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions and/or where otherwise required by law.

6. Operators

- 6.1 All staff involved in the operation of the CCTV system will, by training and access to this Code of Practice, be made aware of the sensitivity of handling CCTV images and recordings.
- 6.2 The Estates Manager will ensure that all Porters, including relief Porters, are fully briefed and trained in respect of all functions, operational and administrative, arising within the CCTV control



operation. Training in the requirements of the Data Protection Act 1998 and this Code of Practice will also be provided.

7. Recording

- 7.1 Unless required for evidential purposes or for the investigation of crime, archived images will be retained for no longer than twenty eight (28) days from the date of recording. However, the College recognises that, in accordance with the requirements of the Data Protection Act 1998, no images should be retained for longer than is necessary. Accordingly, some archived images may be removed after a shorter period, for example, where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images.
- 7.2 In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.
- 7.3 In order to comply with the standards set out in the Information Commissioners' Code of Practice.

Where the system records features such as the location of the cameras and/or date and time reference, these will be accurate.

8. Monitoring Procedures

- 8.1 Operators, who are all Porters, will be available to monitor the CCTV system throughout their shift period and/or as required.
- 8.2 The control of the CCTV system will always remain with the College but at the College's discretion the cameras may be operated in accordance with requests made by the Police during an incident to:
 - Monitor potential public disorder or other major security situations;
 - Assist in the detection of crime; and/or
 - Facilitate the apprehension and prosecution of offenders in relation to crime and public order.



On each occasion the Police obtain assistance from the Estates Manager and/or their nominee they must provide a report setting out the time, date and detail of the incident, which will be submitted to the Estates Manager and/or their nominee.

9. Digital Recording Procedures

9.1 Control and management of digital recordings

All downloaded and recorded images remain the property of the College. Image handling procedures are in place to ensure the integrity of the image information held.

9.2 Access to recordings

Generally, requests by persons outside the College for viewing and/or copying of images and/or obtaining digital recordings will be assessed on a case by case basis.

Requests from the Police may arise in a number of ways, including;

- Requests for a review of images in order to trace incidents that have been reported to the Police;
- Immediate action relating to live incidents e.g. immediate pursuit;
- Major incidents that occur, when images may have been recorded continuously; and/or
- An individual Police Officer seeking to review recorded images within the Porters' Lodge.

Access by data subjects will be in accordance with the following:

Requests for access to recorded images from persons other than the Police and/or the data subject will be considered on a case by case basis. The Estates Manager or their nominee will consider such requests.

Access to recorded images in these circumstances will only be granted when it is consistent with the obligations placed on the College by the Data Protection Act 1998.

9.3 Standards

It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be



required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the Code of Practice reflect the second and seventh Data Protection Principles of the Data Protection Act 1998.

- 9.4 All Porters should be aware of the restrictions set out in this Code of Practice in relation to access to, and disclosure of, recorded images.
- 9.5 Access to recorded images will be restricted to only those who need to have access in order to achieve the purposes of using the equipment.
- 9.6 All access to the medium on which the images are recorded will be documented.
- 9.7 Disclosure of the recorded images to third parties will be made only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

Law enforcement agencies where the images recorded would assist in a specific criminal inquiry:

- Prosecution agencies; and/or
- Relevant legal representatives.

Where it is decided by the Estates Manager or their nominee that the assistance of the College Staff is needed to identify a victim, witness or perpetrator in relation to a criminal incident, images from the system may be circulated to HODs and selected members of the College via hardcopy and/ or electronic systems on a targeted basis. As part of that decision, the wishes of the victim of an incident will, where possible, be taken into account.

People whose images have been recorded and retained and disclosure is required by virtue of the Data Protection Act 1998.

All requests for access or for disclosure will be recorded. The Estates Manager or their nominee will make decisions on access to recorded images by persons other than the Police. Requests by the Police for access to images will not normally be denied and can be made without the above authority provided they are accompanied by a written request signed by a Police Officer, who must indicate that the images are required for the purposes of a specific crime enquiry.



If access or disclosure is denied by the Estates Manager or their nominee the reasons will be documented and forwarded to the Porters' Lodge for filing.

If access to or disclosure of the images is allowed then the following will be documented:

- The date and time at which access was allowed or the date on which disclosure was made;
- The reason for allowing access or disclosure; and
- The extent of the information to which access was allowed and/or which was disclosed.

Porters using the appropriate forms will document routine disclosure to the Police.

Requests for non-Police disclosures will be forwarded to the Estates Manager.

10. Access by Data Subjects

10.1 All staff involved in monitoring or handling image data will proceed in accordance with the following protocol in respect of Subject Access Requests.

10.2 Data subjects will be provided with a standard Subject Access Request form which:

- Requires individuals to provide dates and times when they visited the College and their location - for example which room or more specific area of the building;
- The individuals will provide two photographs of themselves - one full face, and one side view with the completed form;
- They will provide to the person receiving the application proof of their own identity e.g. a utility bill, a driving licence or a passport;
- They will provide either a cheque or cash for the sum of £10.00 (or such other charge as is permitted from time to time by the Data Protection 1998 Act) for which a receipt will be issued at the time of the issue of the form (statutory payment required in respect of access right request);



- They will be asked whether they would be satisfied with merely viewing the images recorded; and
- A written decision on their request will be sent to them within twenty one (21) days and if access to the images is to be provided, such access will be provided within forty (40) days of the College receiving the request or, if later, the date when the College receives the identification evidence from the data subject.

11. Rights of Data Subjects

- 11.1 The procedure outlined above and the use of the subject access request form complies with Section 7 of the Data Protection Act 1998, enabling the Estates Manager or their nominee to inform individuals as to whether or not images have been processed by the CCTV system. The College is not obliged to comply with a request under this section unless it is supplied with such information as it may reasonably require in order to satisfy itself as to the identity of the person making the request and to locate the information which that person seeks.
- 11.2 Where the College cannot comply with the request without disclosing information relating to another individual who can be identified from that information, it is not obliged to comply with the request unless -
- The other individual has consented to the disclosure of the information to the person making the request, or
 - It is reasonable in all the circumstances to comply with the request without the consent of the other individual.

12. Continuity of Evidence - Procedures for Disks, External Drives, Memory Sticks, Still Photographs and Printed Images

- 12.1 Still photographs, electronic and hard copy prints of digital images are subject to the same controls and principles of Data Protection as other data collected on the CCTV system. They will be treated using the same procedures (contained within Appendix I of this code) as all other digital images.



- 12.2 At the end of their useful life all computer disks, still photographs, memory sticks, external drives and hard copy prints will be disposed of as confidential waste. Such erasure and disposal will be logged following the procedures contained within this Code of Practice.

14. Operators Instructions

Technical Instructions to trained operators on the use of all equipment housed within the Porters' Lodge are contained in a separate manual provided by the equipment suppliers.

15. Changes to the Code of Practice or the Procedural Manual

Any major changes to either the Code of Practice or the Procedural Manual, (i.e. such as will have a significant impact upon the Codes of Practice or upon the operation of the CCTV system) will take place only after consultation with all relevant interested groups and upon the agreement of all organisations with a participatory role in the operation of the system.

A minor change, (i.e. such as may be required for clarification and will not have such a significant impact) may be agreed between the managers and the owners of the CCTV system.



Appendix I:

Code of Practice on the Operation of CCTV

PROCEDURES FOR THE HANDLING OF CCTV IMAGES

All computer disks, and other electronic methods, containing CCTV images, or any still photograph or printed image, shall be marked with a unique reference number.

A log will be maintained within the Porters' Lodge containing details as to the dates when the disk/memory stick/external drive/photograph/print was introduced into the CCTV system or created and when it was disposed of.

An entry will be made in the Log of any dates the disk/memory stick/external drive/photograph/print was removed from the Porters' Lodge, together with the identity of the person removing it and the reason for such removal.

Disclosure of images to third parties

In this section 'Authorised data handler' means, the Estates Manager or their nominee and any Porter.

The Police

Where the Police request access to CCTV images (hereinafter referred to as data), either by viewing such data, or requesting a copy, then an authorised data handler shall complete, sign and date Part A of the appropriate Data Protection Form (copy contained within Appendix II) containing details of the data required.

The Police shall complete, sign and date Part B, which contains the reasons for requiring the data; their name rank and number, Police Station address, crime/incident number if applicable and property reference number.

When the form has been completed the authorised data handler may pass the required data to the Police.

The completed form shall be handed to the Estates Manager or their nominee to be retained for evidential purposes.



Other Persons.

The Estates Manager/Head Porter or their nominee, having been satisfied that the person requesting access to CCTV images (hereinafter referred to as data) is acting in *bona fide* and that the reasons for so requesting access, fall within the exemptions contained within sections 28(1), 29(1)(a) and (b) and 35(2)(a) of the Data Protection Act 1998, may authorise such access, by signing and dating Part B of the appropriate Data Protection Form (copy contained with Appendix III). On receiving such authorisation an authorised data handler (Operator) shall complete, sign and date Part A of the form containing details of the data required.

The person requiring access shall complete, sign and date Part C of the form, which contains the reasons for requiring the data, their name, home/business/agency name and address (whichever is applicable) together with any applicable reference number.

When the form has been completed the authorised data handler may pass the required data to the person requiring access.

Other persons may include law enforcement agencies (other than the Police), legal representatives, or private individuals. An example of a private individual being given access to the data would be where a victim of a theft, is permitted to view a recorded image to point out to an investigator the exact location where an item subject to theft was located. This would allow the investigator to view the images and concentrate their attention on that location.

The Estates Manager or their nominee shall retain the completed form for evidential purposes.



Appendix II: Access Warning

Example of Restricted Access Notice

**WARNING
ACCESS TO THIS AREA IS
RESTRICTED**

Everyone, regardless of status, entering this area is required to complete an entry in the Visitors' Book.

Visitors are advised to note the following confidentiality clause and that entry is conditional on acceptance of that clause.

Confidentiality clause:

'In being permitted entry to this area you are acknowledging that the precise location of the CCTV monitoring equipment is and should remain confidential. You agree not to divulge any information obtained, overheard, or overseen during your visit.'

'An entry accompanied by your signature in the Visitors' Book is your acceptance of these terms.'



Appendix III: Confidentiality

Declaration of Confidentiality

Clare College CCTV System

I, _____ am retained by the College to perform the duty of CCTV Operator/Manager at the College (*or other authorised role as appropriate*). I have received a copy of the Code of Practice in respect of the operation and management of that CCTV System.

I hereby declare that:

I am fully conversant with the content of that Code of Practice and understand that all duties, which I undertake in connection with the College Porters' Lodge, must not contravene any part of the current Code of Practice; I undertake to seek clarification of any such uncertainties.

I understand that it is a condition of my employment that I do not disclose and/or divulge to any individual, firm, company, authority, agency or other organisation, any information which I may have acquired in the course of, or for the purposes of, my position in connection with the CCTV system, verbally, in writing or by any other media, now or in the future, (including such time as I may no longer be retained in connection with the CCTV system).

In appending my signature to this declaration, I agree to abide by the Code of Practice at all times. I also understand and agree to maintain confidentiality in respect of all information gained during the course of my duties, whether received verbally, in writing or any other media format – now or in the future.

Signed.....Print

Name.....

Witness.....Position.....

Dated the..... day of 20



Appendix IV: Application for Information

Clare College Estates Department
CCTV Surveillance System
Data Protection Act, 1998

How to Apply For Information Held on the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV System

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. The College's Estates Department will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, the College's Estates Department is not obliged to comply with an access request unless;

* The other individual(s) have consented to the disclosure of information; or

* It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

The College's Estates Department may deny access to information in accordance with the Data Protection Act 1998. The main exemptions in relation to information held on the CCTV system are where the information may be held for:

* Prevention and detection of crime; and/or

* Apprehension and prosecution of offenders;

And giving you the information may be likely to prejudice any of these purposes.

Fee

A fee of £10.00 is payable for each access request, which must be in pounds sterling. Cheques, Postal Orders etc. should be made payable to 'Clare College'.



THE APPLICATION FORM; (NB All sections of the form must be completed. Failure to do so may delay your application.)

Section 1 asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that information it holds is secure and it must be satisfied that you are who you say you are.

Section 2 asks you to provide evidence of your identity by producing TWO official documents (which between them clearly shows your name, date of birth and current address) together with a recent full-face photograph of you.

Section 3 asks you to declare how you would like to be supplied with the information requested.

Section 4 the declaration must be signed by you.

Section 5 asks for information to help find the information you require.

When you have completed and checked this form take or send it together with the required TWO identification documents, Photographs and fee to: Clare College. If you have any queries regarding this form, or your application, please phone the CCTV Manager on: **(01223) 333201**.



Appendix V: Application for Information Personal Particulars Form

Clare College Estates Department
CCTV Surveillance System
Data Protection Act, 1998

Section 1: About Yourself

The information requested below is to help us (a) satisfy itself as to your identity and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate)	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>
Other title (e.g. Dr, Revd. etc.)								
Surname / family name								
First names								
Maiden name / former name								
Sex (tick box)	Male			Female				
Height								
Date of Birth								
Place of Birth	Town							
	Country							

Your Current Home Address (to which we will reply)	
	Post Code



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Contact Telephone Number	
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If you have lived at the above address for less than 10 years, please give your previous address for the period:

Previous Address		
Dates of Occupancy	From	To
Previous Address		
Dates of Occupancy	From	To



Appendix V: Proof of Identity

Clare College Estates Department
CCTV Surveillance System
Data Protection Act, 1998

Section 2: Proof of Identity

To help establish your identity your application must be accompanied by TWO official documents that between them clearly show your name and address.

For example: a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Also two (2) recent full-face photographs of yourself.

Failure to provide this proof of identity may delay your application

Section 3: Supply of information

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form.

Do you wish to:

(a) View the information and receive a permanent copy

(b) Only view the information

Section 4; Declaration

DECLARATION (To be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates

Signed by

Date



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Warning – A person who impersonates or attempts to impersonate another may be guilty of an offence.

NOW – please complete Section 4 and then check the '**CHECK**' box (on page 5) before returning the form.



Appendix VI: Application for Information Form

Clare College Estates Department
CCTV Surveillance System
Data Protection Act, 1998

Section 5: To help us find the Information

If the information you have requested refers to a specific offence or incident, please complete this section.

Please complete a separate box in respect of different categories/ incidents/involvement. Continue on a separate sheet, in the same way, if necessary.

If the information you require relates to a vehicle, property, or other type of information, please complete the relevant section overleaf.

Were you: *(tick box below)*

A person reporting an offence or incident

A witness to an offence or incident

A victim of an offence

A person accused or convicted of an offence

Other – please explain



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Dates (s) and times (s) of
incident

--

Place incident happened

--

--

Brief details of incident

--

--



Appendix VII: Application for Information

Clare College Estates Department
CCTV Surveillance System
Data Protection Act, 1998

<p>Before returning this form</p> <p>Please check:</p>	<ul style="list-style-type: none">* Have you completed ALL sections in the form?* Have you enclosed TWO identification documents?* Have you signed and dated the form?* Have you enclosed the £10.00 (ten pound) fee?
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Further information:

These notes are only a guide. The law is set out in the Data Protection Act 1998 obtainable from The Stationery Office. Further information and advice may be obtained from:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel. (01625) 545745

Please note that this application for access to information must be made direct to Clare



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College Estates Department (address below) and NOT to the Information Commissioner.

OFFICIAL USE ONLY	
Please complete ALL of this section (refer to 'CHECK' box above).	
Application checked and legible	<input type="checkbox"/> Date Application Received <input type="checkbox"/>
Identification document checked	<input type="checkbox"/> Fee Paid <input type="checkbox"/>
Details of 2 Documents (see page 3)	
<input type="text"/>	Receipt No <input type="checkbox"/>
	Documents Returned? <input type="checkbox"/>
Member of the College completing this section	
Name <input type="checkbox"/>	Location <input type="checkbox"/>
Signature <input type="checkbox"/>	Date <input type="checkbox"/>



Appendix VIII: Regulation of Investigatory Powers Act 2000

Regulation of Investigatory Powers Act 2000 Guiding Principles

Advice and Guidance for CCTV Operators and Police Inspectors in respect of CCTV and the regulation of the Investigatory Powers Act 2000.

The regulation of the Investigatory Powers Act 2000 came into force on 2 October 2000. It relates to surveillance by the Police and other agencies and deals in part with the use of directed covert surveillance as: -

Subject to subsection (6), surveillance is directed for the purposes of this Part if it is **covert** but **not intrusive** and is undertaken:

- (a) For the purposes of a specific investigation or a specific operation;
- (b) In such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); and
- (c) otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonable practicable for an authorisation under this Part to be sought for the carrying out of the surveillance.

CCTV being used intrusively will be authorised other than by this section of the RIP Act. Appropriate guidelines already exist for intrusive surveillance.

The impact for staff in the Police control rooms and CCTV monitoring centres, is that there might be cause to monitor for some time, a person, or premises using the cameras. In most cases, this will fall into sub-section (c) above i.e. it will be an immediate response to events or circumstances. In this case, it would not require authorisation unless it were to continue for some time. The Code states some hours rather than minutes.

In cases where a pre-planned incident or operation wishes to make use of CCTV for such monitoring, an authority will almost certainly be required.

Slow time requests are authorised by a Superintendent or above.

If an authority is required immediately, an Inspection may do so. The forms in both cases must indicate the reason and should fall within one of the following categories: -

An authorisation is necessary on grounds falling within this subsection if it is necessary:



- (a) In the interest of national security;
- (b) For the purpose of preventing or detecting crime or of preventing disorder;
- (c) In the interests of the economic well-being of the United Kingdom;
- (d) In the interests of public safety;
- (e) For the purpose of protecting public health, and
- (f) for the purpose of assessing or collecting any tax, duty, levy or other imposition, contribution or charge payable to a government department; or
- (g) For any purpose (not falling within paragraphs (a) to (f) which is specified for the purposes of this subsection by an order made by the Secretary of State.

In cases where there is doubt as to whether an authorisation is required or not, it may be prudent to obtain the necessary authority verbally and then in writing by way of the forms. Any authority given should be recorded appropriately for later reference.

This should include the name of the authorising officer.

Forms should be available at each CCTV monitoring centre and are included in the Procedural Manual and available from the CCTV User Group website.

Examples: -

Inspector Authorisation

An example of a request requiring Inspector authorisation might be where a motor vehicle is found in a car park late at night and known to belong to drug dealers. The officers might task CCTV to watch the motor vehicle over a period of time to note who goes to and/or from the motor vehicle.

Supt. Authorisation

Where crime squad officers wish to have a shop premises monitored from the outside, which is suspected of dealing in stolen good over a period of days.

No Authorisation

Where officers come across a local drug dealer sitting in the town centre/street and wish to have the cameras monitor them, so as not to divulge the observation-taking place.

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