

December 2011	Initial Issue	
5 th June, 2017	Review and approval by Compliance Task Group	4 th July, 2017

28th January 2019

Any new requests for the installation of CCTV on Bangor University premises must be made using the appropriate form (see Appendix 3) and should be sent to the Security and Response Manager within Campus Services. In consultation with the Data Protection Officer or the Head of Legal Services an initial Data Privacy Impact Assessment will be carried out

It is important to ensure that access to and disclosure of CCTV images is restricted and carefully controlled not only to safeguard the rights of individuals but also to ensure that any evidence remains intact should the images be required in the future for evidential purposes.

Local CCTV operators (including those with viewing facilities) must:

- x Restrict access to those staff who need to have access to the recorded images for the purpose(s) for which the system was installed;
- x Make practical arrangements for ensuring that recorded images are only viewed by authorised staff in a secure and confidential location;
- x Ensure that the CCTV log records all access to and disclosure of CCTV images.

Arrangements for access to Bangor University CCTV images are covered by the University's Data Protection Policy. All Bangor University CCTV operators must ensure that:

- x All requests from individuals for access to their images are dealt with under the Data Subject Access procedure by the Data Protection Officer in consultation with the Security and Response who will arrange access once appropriate identification checks have been carried out;
- x Images are not disclosed to any third parties (including staff who are not authorised to view them);
- x Images disclosed will, where necessary, include appropriate measures to protect the identity of other individuals. The Security and Response Manager will oversee, and sign off, this process prior to disclosure;
- x All requests from the police for access or disclosure should be directed to the Safeguarding, Conduct and Complaints Coordinator within Governance Services in the first instance (or in their absence the Data Protection Officer) and the procedure outlined in the *Disclosure*

Visits will not take place as a matter of routine. Staff and / or visitors will always be accompanied by a Team Leader or another member of the on duty Security staff. All visitors to the CCTV Control Room must read and sign the confidentiality agreement attached as Appendix 1 of this Code and sign the Control Room log book.

This process will be reviewed on a monthly basis by the Operations Manager (Security).

In the event of an emergency or a major incident the police will be given authority to view images in the CCTV control room. Such authority will be given by the on duty Security Team Leader, Security and Response Manager, Head of Facilities or Director of Campus Services verbally, and noted in the daily log.

No images are to be handed over to the police without following the procedure in 8[b] above. If, however, images are required immediately to deal with an ongoing police incident the Security Team Leader or another member of the on duty Security staff may apply for a search warrant from the police.

Information is disclosed in accordance with the Freedom of Information Act 2000. [1 3.1 to 4 T2-1n9 (o)-d-3 (h)2. (g)]T

Mae delweddau'n cael eu gwyllo a'u cadw at bwrpas atal troseddu a diogelu'r cyhoedd. Rheolir y cynllun hwn gan Brifysgol Bangor. Am fwy o wybodaeth ffoniwch 01248 382795.

Images are being monitored and recorded for the purposes of crime prevention and public safety. This scheme is controlled by Bangor University. For more information, call 01248 382795

It is University procedure that signs should be placed at the entrance to all CCTV areas. It is particularly important that signs are clear and prominent where the cameras themselves are very discreet, or in locations where people might not expect to be under surveillance. Advice should be sought from the Security and Response Manager on appropriate locations for signs.

Please be aware that all new CCTV systems at Bangor University are to be Digital IP cameras

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