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1. Introduction

a. Harper Adams University is the owner of a public closed circuit television system (CCTV) currently installed on the Campus and in/on University buildings off Campus, body worn and covert cameras are also incorporated for special events.

Servic008875 0 595.56 842

b. Cameras are located in various areas internally and externally around the campus and off campus including:-

   i. Car Parks

   ii. Academic building

   iii. Servic008875 0 595.56 842.04 reW* nBT/F4 9.96 Tf1 0 0 1 283.03 636.82 Tm0 g01 0 0 1 323

c. In general CCTV images will be retained for a period of 14 days, after which they will be automatically deleted.

d. Viewing of live images on monitors is restricted to security operators or other authorised person (see paragraph 6 above).

e. Images are generally viewed confidentially in the security office or in other secure private offices or in the case of disciplinaries, may be presented to a selected panel and displayed on screens privately for the panels use.

f. Requests to view images or image disclosure should be made in writing to the Security and Portering Manager.

8. DISCLOSURE

a. The following guidelines will be adhered to in relation to disclosure of images:-

i. Will be in line with the above objectives.

Will be controlled under the supervision of the Security and Portering Manager or his/her deputy.

ii. A log book will be maintained itemising the date, time(s), camera, person copying, person receiving and reason for the disclosure.

iii. The appropriate disclosure documentation from the Police will be filed for future reference.

iv. Images must not be forwarded to the media for entertainment purposes or be placed on the internet.

v. Images will only be released to the media for identification purposes in liaison with the Police of other law enforcement agency.

NB: Even if a system was not established to prevent and detect crime, it would still be acceptable to disclose images to law enforcement agencies if failure to do so would be likely to prejudice the prevention and detection of crime.

b. Any other requests for images should be routed via the Security and Portering Manager or his/her Deputy, as disclosure of these may be unfair to the individuals concerned. In some limited circumstances, it may be appropriate to release images

there is need to obscure the images of the third parties. A public space CCTV camera records people walking down the street and going about their ordinary business. Where nothing untoward has occurred, this can be released without editing out third party images.

11. FREEDOM OF INFORMATION

a. As a public body the University may receive requests under the Freedom of Information Act 2000 (FOIA). All such requests are dealt with by the Freedom of Information Officer.

b. The response should be made within 20 working days from receipt of the request.

c. Section 40 of the FOIA and Section 38 of the FOISA contain a two-part exemption relating to information about individuals. If you receive a request for CCTV footage, you should consider:-

   i. Are the images those of the requester? If so, then that information is exempt from the FOIA/FOISA. Instead this request should be treated as a data protection subject access request as explained above.

   ii. Are the images of other people? These can

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