

Linacre College Closed Circuit Television (CCTV) Policy

The use of CCTV in general is regulated by the *Data Protection Act 1998*. CCTV will only be used anywhere in the College in strict compliance with this law. The College will also abide by the code of practice (2008) published by the UK Information Commissioner's Office and available for download at:

<http://www.linacre.ox.ac.uk/file/766/download>

CCTV cameras are used in College to help safeguard the security of people and property.

Cameras are strategically positioned to capture views of the main entrance and exits of the College and are located in primary circulation areas in the main OC Tanner Building.

The live pictures are monitored and recorded by the Reception team during normal College hours and by the Porters thereafter in order to detect any suspicious activity.

Warning signs are in place at the College entrance to inform staff, students, Fellows and members of the public that surveillance cameras are in operation.

CCTV footage is retained for a period of approximately 30 days during which time it is stored in a secure location. Saved images are automatically deleted after this time has elapsed.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no responsible authority could be reasonably expected to ignore, for example, breaches of Health and Safety rules that put others at risk.

People have the right to access information held about them on the CCTV footage. To request access to view these images you should apply in writing to the Operations Manager.

There is one camera located in the Common Room that is only used on certain occasions. Please refer to the Protocol for the operation of a security camera (CCTV) in the Linacre Common Room