

## Linacre College

### Protocol for the operation of a security camera (CCTV) in the Linacre Common Room

The Linacre Common Room is a place for social interaction, recreation and relaxation. Remote monitoring or recording of activity in this room may be invasive of privacy and would make many of our members and guests feel uncomfortable. We wish our Common Room to be a welcoming environment free from intrusive monitoring. However, the College has a duty of care towards its members and guests. There have been a number of thefts and minor assaults in the Common Room in the recent past. A CCTV camera can be a deterrent and may provide the evidence needed to prosecute a crime.

This protocol is designed to ensure that CCTV is only used in the Common Room to reduce the risk or to assist in the prosecution of illegal activity, at times when there is an appreciable risk to the safety and security of College members.

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://ico.org.uk/for\\_organisations/data\\_protection/topic\\_guides/~media/documents/library/Data\\_Protection/Detailed\\_specialist\\_guides/ICO\\_CCTVFINAL\\_2301.pdf](http://ico.org.uk/for_organisations/data_protection/topic_guides/~media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.pdf)

In addition the College will follow the following principles when using CCTV in the Common Room:

1. The camera situated behind the bar will have a field of view which includes only that area behind the bar. This camera is used to protect the till, drink stocks and bar staff and will record continuously.
2. The camera situated in the main Common Room will have a field of view that includes most of the Common Room sitting area and the bar. This camera will be switched off except during major events such as those events bringing large numbers of non-College members into the Common Room. The camera will only be switched on by prior agreement between the Operations Manager and the Common Room President.
3. When the camera is switched on, a notice will be posted on the Common Room door informing users that "CCTV images are being recorded in this room".
4. When this camera is on, it will always record "blind", i.e. there will be no capacity for the images to be monitored in real time. Images will be recorded and stored.
5. The Operations Manager has responsibility for the images recorded by this camera.

6. Stored images may only be accessed if it is believed that illegal activity has taken place in the Common Room. Stored images may only be accessed on the request of the Police or the Senior Tutor. The Operations Manager will inform the Common Room President if such a request has been made and where possible will give 24 hours' notice before action is taken on the request.
7. Images from Common Room CCTV recordings will not be used to prosecute anti-social behaviour which is not illegal, such as drunkenness, rowdiness, littering or accidental damage.
8. All images will be deleted one month after they were recorded.

Any change to this protocol requires the approval of Governing Body.