



Loughborough Students' Union

Closed Circuit Television (CCTV) Policy

OWNERSHIP & SIGNAGE

The CCTV system and all recorded media are owned, operated and maintained by Loughborough Students' Union.

In accordance with the Data Protection Act 1998, signage is located at all entrances to the Loughborough Students' Union building to indicate;

- The presence of video recording equipment.
- The ownership of the system.
- Contact e-mail address.

PURPOSE OF CCTV

Loughborough Students' Union has installed a CCTV System for the purposes of;

- Deterring crime & disorder.
- Assisting with the detection of crime & disorder.
- Assisting with the identification, apprehension and prosecution of offenders.
- Providing evidence for internal disciplinary hearings.

...with the view to reducing the fear of crime and offering reassurance to all staff, students and visitors to Loughborough Students' Union and the protection of Loughborough Students' Union property and its assets.

SYSTEM DETAILS

There are currently two separate CCTV systems in operation at Loughborough Student's Union as the original system is undergoing a rolling replacement process to incorporate advances in technology since the installation of the original system.

Both systems consist of a series of motion sensitive CCTV cameras located both inside and outside the Students' Union building. The system is operational and capable of being monitored twenty-four hours a day, all year round. Both systems store all data on digital storage equipment or secure server located within a secure location on Loughborough Students' Union property.

All equipment is installed and maintained by LSU's Technical department.

DATA RETENTION

All data captured by LSU's CCTV system is stored for a minimum of 31 days and is automatically overwritten at the end of this period unless it is deemed evidential for the purpose of either Criminal or Internal Disciplinary proceedings. Any footage which is deemed evidential is marked as such and transferred to a location within the same digital storage system where it will not be automatically overwritten.

Any footage disclosed to the Police or other body with prosecuting powers will be held for up to 10 years.

Any footage disclosed to the Disciplinary Committee may be held for up to two years after the individual's course end date.

ACCESS TO CCTV SYSTEMS

Only employees who have a legitimate need to access the CCTV system will be given such access, for example, the DPS (Licensee), relevant security and facilities staff, staff delegated to administer or maintain the system and relevant directors with responsibility for those staff or areas. Such access will be recorded on a schedule maintained by a relevant director.

Data captured by both CCTV systems, whether for live monitoring or viewing recorded material, can only be accessed from a computer on LSU's private Local Area Network (LAN) using two different software packages. These software packages are only installed on computers designated to authorised employees, and the use of the software packages are limited to those employees only. Un-authorised employees are not able to access the software packages even when using a computer where these software's are installed.

All viewing of footage is undertaken in a restricted area where other employees, students or members of the public will not have access to view content for the duration of the viewing.

DISCLOSURE OF FOOTAGE TO THIRD PARTIES (EXCLUDING DATA SUBJECTS)

Disclosure of footage to third parties is a carefully controlled process to protect the rights of the individual and ensure that the footage can be used as evidence if required. Disclosures to any third party can only be made in accordance with the purposes of the system as laid out above, and in accordance with the Data Protection Act 1998.

Where the Police or other official body with prosecuting powers request the disclosure of recorded footage they will be asked to provide appropriate documentation to confirm that the information is necessary under the purposes detailed above. Once the request is approved the footage will be accessed by an authorised individual and the relevant information made available to the third party. Disclosures made to the Police or other official body with prosecuting powers may be made on Recordable CD, DVD, Blu-Ray disc, USB memory stick or by printout of still images. A copy of the materials disclosed will be retained by LSU along with their appropriate data requisition forms and a formal receipt for the transfer of data. This information will remain locked in secure storage for the duration stated under the 'Data Retention' section of this document.

Any disclosures that are requested for the purposes of internal disciplinary action as described in the Loughborough Students' Union Discipline Policy should be requested in writing with reference to the Incident Report, Complaint, etc, to which the footage relates. Once the request is approved the footage will be accessed by an authorised individual and the relevant footage made available to the VP Finance & Commercial Services or their delegated member of the LSU Executive, and the Chair of Union Affairs Committee using a secure storage area on Loughborough Students' Union servers. It is the responsibility of these persons to ensure that any viewing of disclosed footage is conducted only with reference to the reasons for which it was requested and

that it is conducted in a restricted area where other employees, students, or members of the public will not have access for the duration of the viewing. In the case of a 'Discipline Meeting' or 'Discipline Appeal Hearing' any person acting as a 'further witness' should be asked to leave the room during a viewing if they are not present on the recorded footage being viewed.



A record of all Disclosures to Third-Parties will be kept by Loughborough Students' Union.

DISCLOSURE OF FOOTAGE TO DATA SUBJECTS

As per the Data Protection Act 1998, you have the right to see CCTV images of you and to ask for a copy of them. The organisation must provide them within 40 calendar days of your request, and you may be asked to pay a fee of up to £10 (this is the maximum charge, set by Parliament). This is called a Subject Access Request.

Subject Access Requests should be made in writing, preferably to union@lsu.co.uk, and include sufficient information to enable the CCTV operator to identify the date and time that images may have been recorded, the locations in which these images may have been recorded and any information necessary to identify the individual on the recorded footage. Proof of identity for the individual making the Subject Access Request may also be requested to ensure that the person making the request is the person to whom the data relates.

Upon receipt of this information Loughborough Students' Union will respond to the request promptly and at the most within 40 days of receipt of the request and determine whether disclosure of the footage will reveal third-party information.

A record of all Subject Access Requests will be kept by Loughborough Students' Union.