



CCTV Policy Statement

Policy Owner:	Jenny Rees
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1. Purpose

The purpose of this policy is to regulate the management, operation and use of the Closed Circuit Television System (CCTV) at the Wellcome Genome Campus. To inspire staff and public confidence by ensuring that the CCTV system/s which is linked to the Wellcome Genome Campus Control & Monitoring Room are operated in a manner that will secure their consistent effectiveness and preserve the civil liberty of law abiding citizens at all times.

2. Scope

This policy applies to all CCTV and other systems which capture images of identifiable individuals or information relating to individuals for the purposes of monitoring activities on Campus premises to identify criminal activity whether occurring, anticipated, or perceived in order to enhance the safety and wellbeing of staff, students, and visitors. All Security Officers have been made aware of this requirement.

The planning and design of CCTV systems has endeavoured to ensure maximum effectiveness and efficiency but cannot guarantee to cover or detect every incident occurring within the areas covered.

The use of conventional cameras (not CCTV) for artistic or educational purposes such as for film making is not covered by this policy

3. Responsible Authorities

This policy is issued by the Head of Soft FM, Wellcome Genome Campus (WGC) who, as an Officer of the Campus has:

- the responsibility for physical security of staff, students, buildings and contents,
- the authority to develop, authorise and promulgate policy and procedures relating to such matters,
- the responsibility to investigate (and the authority to delegate that responsibility) breaches of such policies.

4. Policy Statements

- 4.1** The Head of Soft FM, WGC is responsible for all CCTV operated within its buildings and is the Controller for the requirements of the United Kingdom General Data Protection Regulation (UK-GDPR) ensuring that all obligations are met.
- 4.2** All CCTV operated is managed by the Contract Security Manager (the Processor) and no other institute should operate their own independent system.
- 4.3** All users of CCTV systems are appropriately trained and licensed as required.
- 4.4** Appropriate procedures are created and followed for the use of CCTV systems with recording, viewing and retention of images undertaken in accordance with approved standards.
- 4.5** CCTV is not used to record conversations.
- 4.6** The Campus does not undertake covert surveillance activities without express authority from the Head of Soft FM, WGC. Any covert surveillance will only be used in the case that the management suspects a specific crime, such as theft, and intends to involve the police.

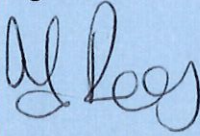



- 4.7 Equipment used, image quality, camera siting and locations are appropriate to ensure that the images are adequate for the purpose for which they are being collected.
- 4.8 Disclosure of images from the CCTV system is controlled and is consistent with the purpose for which the system was established
- 4.9 The Campus informs people who may be recorded by CCTV of its use of and purposes.

5. Monitoring Enforcement

Adherence to this policy will be audited annually but will not otherwise be monitored actively. Reports of breaches will be investigated thoroughly and in accordance with the appropriate legislation.

As an officer of the Campus, the Chief Operating Officer or his nominee has the authority to investigate alleged breaches of this policy and to refer individuals to Human Resources or their Organisation, Faculty or Division for disciplinary action.

Policy Title:	CCTV Policy Statement	Version	3.0
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Approved by:	Jenny Rees Head of Soft FM	Signature: 	
Authorised by:	David Dodd Estates and Facilities Director	Signature 	
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