



Fircroft College CCTV & Audio Recording Policy

POLICY / DOCUMENT PURPOSE STATEMENT

This policy is to advise and highlight the current use and scope of the colleges CCTV and audio recording systems (CCTV System). The policy also aims to highlight individuals' rights and the colleges responsibility in relation to ensuring privacy in the use of these systems.

APPLICATION

The policy applies to all College visitors and contractors.

INTERPRETATION

Further guidance on the use or interpretation of this policy may be obtained from the IT department.

LINKS WITH OTHER POLICIES / DOCUMENTS

Disciplinary Policy & Procedure
Capability Policy and Procedure
Fircroft Grievance Policy and Procedure
Professional Code of Standards Safeguarding Policy
IT Security Policy
Emergency Incident Management Plan

Version number	1
Owner / Department	Scott Thompson/IT
Date of implementation	06/02/2025
Review date	31/07/2027
Ratified / Authorised by	11/06/2025 (Operations Committee)
Equality Impact completed	06/02/2025
GDPR Impact completed	06/02/2025

1. Introduction Fircroft College is committed to ensuring the security and safety of its students, staff, visitors, and property. This policy sets out the College's approach to the use of Closed-Circuit Television (CCTV) in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Protection of Freedoms Act 2012. This policy has been written in line with the above legislation, [ICO Video Surveillance Guidelines](#) and in line with the guiding principles as outlined in the [Surveillance Camera Code of Practice \(2013\)](#).

2. Purpose The purpose of the CCTV system is to:

- Promote a safe and secure environment for students, staff, and visitors.
- Prevent and detect crime, vandalism, and other unlawful activities.
- Assist in investigations relating to security, staff or learner incidents.
- Support the effective management of the College's premises.

3. Legal Basis for Processing The College processes CCTV footage and audio recordings under the lawful basis of legitimate interests (Article 6(1)(f) UK GDPR). The operation of CCTV is necessary to protect the College community and property, provided it does not override the rights and freedoms of individuals.

4. Scope This policy applies to all CCTV systems and audio recordings owned and operated by Fircroft College. Cameras are positioned in strategic locations, covering entrances, exits, car parks, and communal areas. CCTV is not used in areas where individuals have a heightened expectation of privacy, such as toilets or classrooms.

The college does not utilise any automated recognition technology such as Automatic Number Plate Recognition (ANPR) or the use of Facial Recognition Technology (FRT) on its site

5. Operation and Management

- CCTV is recording 24/7 and monitored by authorised personnel only. Monitoring of CCTV and access of recordings will only be carried out inline with its intended purpose (Item 2).
- Recorded images are stored securely and retained for a period of 30 days unless required for investigations.
- Access to recorded footage is restricted and controlled.
- Footage may be shared with law enforcement agencies where necessary and lawful.

6. Individual Rights Under data protection law, individuals have the right to:

- Request access to their personal data captured by CCTV (Subject Access Request).
- Request erasure or restriction of their data where applicable.
- Object to processing in certain circumstances.

Requests must be made in writing to the College's HR Manager. Proof of identity may be required before processing requests.

7. Disclosure of Footage CCTV footage will only be disclosed where legally permitted, such as:

- To law enforcement agencies for crime detection and prevention.
- Where required by law or a court order.
- To relevant parties in disciplinary or misconduct investigations.

Unauthorised access or disclosure of CCTV footage is strictly prohibited.

8. Signage and Awareness Clear and prominent signage is displayed across campus to inform individuals that CCTV and audio recording is in operation. Signage includes contact details for queries regarding the system.

9. Data Security

- CCTV footage is stored securely with restricted access.
- Measures are in place to prevent unauthorised access, alteration, or destruction of footage.
- Regular audits and reviews are conducted to ensure compliance with this policy.

10. Policy Review This policy is reviewed annually or sooner if there are legal or operational changes. Any amendments will be communicated to relevant stakeholders. The policy owner is Scott Thompson, Information Systems & IT Manager.

11. Contact Information

For queries regarding this policy please contact Scott Thompson (ITSupport@Fircroft.ac.uk) or to submit a Subject Access Request, please contact Julie Dowell (Human.Resources@Fircroft.ac.uk)

For more information regarding your individual rights, please contact the colleges Data Protection Officer Stephen Hayden (DataProtection@Fircroft.ac.uk)

This policy ensures that Fircroft College's CCTV use is compliant with UK law while safeguarding individuals' rights and privacy.