

## CANTERBURY CHRIST CHURCH UNIVERSITY

### Code of Practice on Handling Requests from Outside the University for CCTV Images

#### Access to recordings

- 1 Disclosure of recorded images to third parties will be made only in the following limited and prescribed circumstances, and to the extent required or permitted by law, for example:
  - Law enforcement agencies where the images recorded would assist in a specific criminal inquiry
  - Prosecution agencies
  - Where the assistance of the University staff is needed to identify a victim, witness or perpetrator in relation to a criminal incident, images from the system may be circulated via the University e-mail system to selected staff on a targeted basis or placed on a restricted area of the University's website. As part of that decision, the wishes of the victim of an incident will, where possible, be taken into account.
  - The General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018 permits disclosure people of recorded and retained images.
- 2 Requests by persons outside the University for viewing or copying recordings will be assessed on an individual basis.
- 3 Users of CCTV also have to ensure the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images.
- 4 All access to the medium on which the images are recorded, tape or digital, will be documented.

#### Disclosure of images to third parties: The Police

- 5 Requests from the Police may arise in a number of ways, including:
  - requests for a review of recordings, to investigate reported incidents
  - immediate action relating to live incidents e.g. immediate pursuit
  - for major incidents that occur where images may have been recorded continuously
  - individual Police Officer seeking to review recorded images within the Control Room
- 6 Requests by the Police for access to images will not normally be denied provided they are accompanied by a written request signed by a Police Officer, who must confirm the images are required for the purposes of a specific crime enquiry.
- 7 The Police Officer shall complete, sign and date the relevant section of the appropriate form requesting access, which contains the reasons for requiring the data, identification, Police Station address, and, where applicable,

crime/incident number and property reference number. An authorised data handler, being the Operational Manager or the most senior member of the Control Room on duty in matter of urgency, shall complete, sign and date the form containing details of the data required.

- 8 On completion of the form, the required data may be passed to the Police Officer requiring it.
- 9 The completed form shall be handed to the Operational Manager or nominee to be retained for evidential purposes for a period of six years.
- 10 Copies of recordings will be released to the Police on the understanding the recording remains the property of the University, and both the copy of the recording and information contained on it are to be treated in accordance with this Code. The University retains the right to refuse permission for the Police to pass to any other person the copy of the recording or any part of the information contained thereon. Should a Court require the release of an original, this will be produced from the secure evidence store in its sealed bag.

#### Disclosure of images to third parties: Other persons

- 11 Other third parties, including law enforcement agencies other than the Police, solicitors, and private individuals, may make a request for recorded images.
- 12 There will normally be no disclosure of recorded images to third parties other than the Police.
- 13 Requests for access to recorded images from persons other than the Police or the data subject will be considered on an individual basis. The Operational Manager will consider such requests, in conjunction with the Data Protection Officer. Access to recorded images in these circumstances will only be agreed where that is consistent with the obligations placed on the University by the GDPR and DPA 2018.
- 14 Disclosure will only be made in limited and prescribed circumstances where the images would assist in a specific criminal enquiry or where necessary to identify a victim, witness or perpetrator in relation to a criminal incident.
- 15 The person requiring access shall complete, sign and date the appropriate form, including name, the reasons for requiring the data, contact address, together with any applicable crime/incident number and/or property reference number.
- 16 The Operational Manager, in conjunction with the Data Protection Officer, may authorise such access, by signing and dating the form, if satisfied as to the identity and motivation of the person requesting access to CCTV images and that the reasons for requesting access fall within the exemptions permitted by the DPA 2018<sup>1</sup>.

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<sup>1</sup> Contained within GDPR Articles 5, 13(1)-(3), 14(1)-(4), 15(1)-(3), 16, 17(1) and (2), 18(1), 19, 20(1) and (2), 21(1), and 34(1) and (4), and within the Data Protection Act 2018 Schedule 2, Part 1, Paragraph 2

- 17 When the form is completed, the Operational Manager may authorise the pass the relevant data to the person requesting access.
- 18 The Operational Manager shall retain the completed form for evidential purposes for a period of six years.
- 19 If access to or disclosure of the images is permitted, the following will be documented and the documentation retained for a period of six years:
  - The date and time at which access was allowed or disclosure made.
  - The reason for permitting access or disclosure.
  - The extent of the information to which access was allowed or which was disclosed.
- 20 If the Operational Manager, in conjunction with the Data Protection Officer, denies access or disclosure, the reasons will be recorded in writing and the documentation retained for a period of six years.
- 21 A record will be maintained of the release of recordings to the Police or other authorised applicants. A register will be available for this purpose.

Disclosure of images to third parties: The Media

- 22 The material may be released to the media, following discussions with the Director of External Relations, the University Solicitor and the Police, for use in the investigation of a specific crime.

Disclosure of images to third parties: Protecting the rights of third parties

- 23 If it is decided images will be disclosed, the images of unrelated third parties will need to be disguised or blurred so they are not readily identifiable.
- 24 If the system does not have the facilities to carry out any necessary editing, an editing company may need to be hired to carry it out. If an editing company is hired, then the manager or designated member of staff needs to ensure that:
  - a) There is a contractual relationship between the University and the editing company.
  - b) That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images.
  - c) The University has checked to ensure those guarantees are met
  - d) The written contract makes it explicit the editing company can only use the images in accordance with the instructions of the University.
  - e) The written contract makes the security guarantees provided by the editing company explicit.

### Approval and Review

- 25 The Senior Management Team approved this Code of Practice in 2006. The Code was reviewed and updated in July 2019 to take account of changes in data protection legislation.
- 26 The Data Protection Officer will monitor the Code of Practice to ensure compliance with legal obligations and the provisions of the code of practice issued by the Information Commissioner.

CANTERBURY CHRIST CHURCH UNIVERSITY

Disclosure of Data to Police or to Persons other than the Police

**Data Protection Act 2018 Schedule 2 Part 1(Paragraph 2) requests**

Requester Details – please provide your contact details

Name	
Organisation	
Your reference	
Address	
Telephone	
Email address	
Signature	

**The Scope of your Request**

I am making enquires which are concerned with (tick as appropriate):

- The prevention and detection of crime
- The prosecution or apprehension of offenders
- The assessment or collection of a tax or duty or an imposition of a similar nature
- Other, please specify:

**Please confirm the necessity for the data to be disclosed:**

- I confirm that the personal data requested below is needed for the purpose indicated above and a failure to provide that information will be likely to prejudice those matters

Please explain why releasing the information is necessary and how non-disclosure would prejudice that purpose. We recommend to not disclose any information which could constitute a risk for information security.

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**Please let us know if we should not inform the individual of the request:**

- I can confirm that the individual(s) whose personal data is sought should not be informed of this request as to do so would be likely to prejudice the matters described above.

**The information you request:**

Please describe the information you would like to access with any relevant dates

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**Data Subject Details – who is the information requested about?**

Please provide any other relevant information that will assist us to clearly identify the data subject, as follows:

Date of Birth	
Student ID Number	
Staff ID Number	

If you are not able to provide any of the information included above, please provide as much information as possible about who you are requesting the information about without disclosing any information which could constitute a risk for information security.

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**Authorisation**

I confirm that the personal information requested is necessary for the purpose(s) described in this application and that failure to provide this information is likely to prejudice these matters. I undertake to keep the information supplied secure and only to use it for the purpose described in the application.

Name of Officer / Requester			
Position in organisation			
Address			
Telephone			
Email Address			
Signature		Date	

Please return the completed form to [information.governance@canterbury.ac.uk](mailto:information.governance@canterbury.ac.uk)

Please ensure any communications to us is secure.