Surveillance Policy

1. Policy

1. This Policy governs the installation and operation of all Closed Circuit Television (CCTV) cameras, Automatic Number Plate Recognition (ANPR) systems and Body Worn Video (BWV) systems at the University of York (University).
2. This policy applies to all University employees, engaged sub-contractors and any persons on University premises.

2. Purpose

1. The University uses CCTV, ANPR and BWV, hereafter collectively referred to as surveillance systems, to:

monitor and collect visual images for the purposes of security and the prevention and detection of crime.

3. Pre-Installation

1.

5. Operation and storage

1. The University must avoid dependency on a key individual to operate surveillance systems and should make arrangements to ensure adequate cover is in place.
2. Where controllable cameras are used, operators must only target recordings where there is reasonable suspicion that an individual or individuals are involved in nefarious activities.
3. Cameras must not be used to view into private property and operations staff must be mindful of student privacy within accommodation blocks.
4. BWV equipment must be worn in a prominent position and at chest height. It should only be used where Patrol Officers believe they are likely to be subject to verbal and/or physical abuse or intimidation.
5. All surveillance system footage must be recorded centrally on University servers or transferred to secure servers at the end of shift. The Health, Safety and Security Department is responsible for working closely with colleagues in IT Services to ensure chosen systems are appropriate.
6. All surveillance system recordings should be viewed in secure private offices and made available to authorised personnel only.
7. Viewing monitors should be password protected and switched off when not in use to prevent unauthorised use or viewing.
8. The SM should undertake an annual check to establish that those individuals with surveillance system access rights continue to require viewing permissions. An annual report should be made available to the DHSS. In addition, job exit procedure should include arrangements for revoking access to surveillance systems where viewing rights are no longer required.

6. Signage and verbal communication

1. Signs will be displayed at campus entrance/exit points and in areas of strategic importance and will communicate:

that monitoring and recording is taking place;

who the system owner is;

where complaints/questions about the systems should be directed.

2. The University has produced a standard surveillance notice for use on campus.
3. The Head of Estates Operations is responsible for ensuing signage is installed at appropriate locations across the University estate and for its continual maintenance.
4. In addition, for BWV systems, Patrol Officers will, where possible, make a verbal announcement of their intention to use audio and video recordings before turning on the equipment.
5. Once recording, a further announcement should be made, again where possible, to cover:

why the recording has been activated;

date, time and current location.

6. When communicating with the public, all announcements should be made using clear language.

7. **Covert**

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9. Training

1. All staff are required to receive training in the use of surveillance systems and relevant legislation before they are granted access to any system or surveillance footage.
2.

Oversight

The Information Security Board, chaired by the Director of Information, together with the Director of Health, Safety and Security will monitor the effectiveness of this policy and carry out regular review, at least on an annual basis.

Responsibilities

Overall responsibility lies with the Director of Health, Safety and Security.

Day-to-day responsibility is as follows:

Security Manager

Any individual wishing to install or renew a surveillance system on the University site.

Document History

Date Approved by Information Security Board

Review

Review cycle: Two years
Date of next review: 01 May 2019