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<b>Document Number</b>	090	<b>Document Revision</b>	A	<b>Date Issued</b>	27/5/16

<b>GENERAL INFORMATION</b>				
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<b>2</b>	<b>Document approver</b>		Principal & CEO	
<b>3</b>	<b>Minimum list of document users to be notified upon release of document update</b>		Corporate and Administration Staff	
<b>4</b>	<b>Document change history</b>			
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	New procedure			

**PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT**

**Instructions for document users with access to College SharePoint System**

*All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College SharePoint system URL <http://eportal.mcast.edu.mt/Main/Pages/DocumetControl>.*

*Document users who do have access to SharePoint are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.*

*If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.*

**Continuous Improvement**

*Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today** !*

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## 1.0 PURPOSE

- 1.1 MCAST operates a Closed Circuit Television system (CCTV) at the MCAST Main Campus, to provide staff, students and visitors with a safe environment and also to protect College property against criminal damage
- 1.2 The use of CCTV is regulated by the Data Protection Act as its purpose is to record the general activity of individuals and/or information relating to them e.g. car registration plate, and not as targeted surveillance.
- 1.3 The purpose of this Standard Operating Procedure (SOP) is to outline the College approach to using CCTV and how to ensure compliance with the Data Protection Act and the CCTV Code of Practice.
- 1.4 All Staff, students and visitors should have a reasonable expectation of being captured on CCTV on a daily basis.
- 1.5 While the use of CCTV is primarily for the following purposes, the College will regulate its use so as not to become intrusive:
  - Deterring, prevention and detection of misconduct or crime including misuse/abuse of MCAST equipment.
  - Identification, apprehension and prosecution of offenders.
  - Security of Campus buildings and ground.

## 2.0 SCOPE

- 2.1 This procedure applies to all MCAST staff, students, contractors, visitors and members of the public who may be captured on CCTV.

## 3.0 OWNERSHIP OF IMAGES

- 3.1 As the data controller, MCAST owns all images captured on its CCTV surveillance system.
- 3.2 All CCTV cameras in MCAST Main Campus are managed locally by the Estates/Facilities Manager or his/her designator.
- 3.3 MCAST is ultimately responsible for all recorded images, how it will be used and to whom it can be disclosed.

## 4.0 OVERVIEW

- 4.1 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.
- 4.2 To raise awareness of the use of CCTV on College premises, signs are placed at all entrances to inform staff, students, contractors and visitors that they are entering a zone where CCTV is in operation.

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- 4.3 The CCTV system operates 24 hours a day, 7 days a week at the campus general grounds and building common areas, cameras in labs, where installed are operational in a defined time between 17:00 and 07:00 of the next day.
- 4.4 Conversations will not be recorded on any camera. Cameras are solely to monitor and record the movements and actions of individuals.
- 4.5 The positioning of the CCTV system is planned to ensure maximum effectiveness and efficiency however the college cannot guarantee that all incidents will be detected.
- 4.6 CCTV system at the MCAST Main Campus are serviced on an annual basis.

## **5.0 ACCESS TO IMAGE AND SECURITY**

- 5.1 Access to CCTV images is restricted to those staff authorized to do so in accordance with the purposes of the system.
- 5.2 Staff authorized to access the CCTV system and search for extracts of footage is restricted to the Estates/Facilities Manager and his/her designator.
- 5.3 Monitor which displays images captured on CCTV are password protected and only accessible by the Estates/Facilities Manager and his/her designator.

## **6.0 DISCLOSURE OF CCTV FOOTAGE**

- 6.1 Disclosure of images from the CCTV system is controlled and is consistent with the purpose for which the system was established.
- 6.2 Permission to view CCTV footage will not be granted to anyone whose role is not explicitly identified in this procedure
- 6.3 All requests in relation to the MCAST Main Campus must be made to the Estates/Facilities Manager.
- 6.4 Requests should include:
  1. Date and time the images were recorded.
  2. Information to identify the individual, if necessary.
  3. Location of the camera, if known.
- 6.5 All occasions of CCTV footage being viewed/released must be documented (refer to para 6.8) citing the reason for the request and signature of the receiving party.
- 6.6 CCTV recordings will be viewed in a closed area by the appointed personnel only unless they explicitly give permission for another individual to be there, however their presence must be in relation to the content of the images e.g. to identify an individual.
- 6.7 Individuals permitted to view CCTV material of MCAST Main Campus:

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- Estates Manager
- College Principal and CEO or his designated representative

6.8 The College may receive requests for copies of images captured on the CCTV system from individuals/external organisations. The CCTV Review Request Form (refer below) must be completed by all persons when requesting review of CCTV footage. The filled-in and signed form is to be forwarded to the Estates/Facilities Manager office for approval and filing.

### **Reference document**

Doc 105: CCTV Document Request Form

## **7.0 LAW ENFORCEMENT**

Should the College receive a request from any law enforcement agency, the Estates/Facilities Manager may review and release the CCTV images where the content may assist with detection/prevention of a crime or law breaking cases.

## **8.0 RETENTION AND DISPOSAL**

All College CCTV images will be retained for a minimum of 15 days unless the College is made known of images which may assist with an investigation of an incident/crime. In such cases, the college will extract the relevant footage/s and retain until the investigation and any subsequent appeals are complete after which it will be securely disposed of.

## **9.0 COMMUNICATION PLAN**

This procedure will be placed on the College website and e-portal site. Staff and students will be made aware of their responsibilities during induction. Signage will be displayed on the MCAST Main Campus to inform staff, students and the public of presence of CCTV surveillance.

## **10.0 REVIEW**

This procedure will be reviewed (and if necessary updated) every three years or sooner if required, to reflect changes in legislation or circumstances.