

**Greenhead College  
Corporation**



**CCTV  
CODE OF PRACTICE**

## **CCTV SYSTEM CODE OF PRACTICE**

### **1. Purposes**

The CCTV system, upgraded in autumn 2008, is for security purposes only.

It is intended as a deterrent to criminals and troublemakers: recordings made on it will be used only to identify people or vehicles trespassing and/or causing a nuisance to the students or staff of the College, its legitimate visitors and users or its property.

### **2. Procedures**

The recording machinery is in the front office, which is occupied at all times during the College day, and locked outside hours. Recordings are made on a hard disc, which is configured to store 14 days "arrears" of recordings. There are four monitors – three in College Offices and one in the Caretakers' house. These will obviously be seen by a wide range of staff, and all users of college are welcome to see them in operation, but access to recordings is to be restricted to five senior staff in college (Principal, Vice Principals, Assistant Principals (Finance and MIS) except when others are invited for the specific purpose of identification in the case of an incident being recorded. This might involve other staff of the college, students, visitors or a representative of one of our partners, eg the Police, Kirklees College, Huddersfield New College, Neighbourhood Watch, Kirklees Leisure Services (in connection with security in Greenhead Park) or on occasion representatives of other schools, Colleges, community organisations, etc.

The training of staff in the operation of the system and its maintenance will be the responsibility of the College Business Manager, accountable directly to the Principal, Martin Rostron. Permission to see the recordings, for others apart from the senior staff mentioned above, will only be given by the Principal or a Vice Principal. Except as evidence in criminal proceedings, or to help enquiries into serious misdemeanours, copies will not be made.

Approved by the Policy Committee: February 2011

Approved by the Corporation: March 2011

*"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".*

Policy Prepared by: Principal