

# Peterhouse

## Policy regarding the use of CCTV on College premises

### Introduction

Peterhouse uses closed circuit television images (CCTV) at a number of locations for security and for health and safety purposes. To provide a safe and secure environment for the users of these facilities and to protect the property of the College and its members the Duty Porters monitor the cameras in real time on screens in the Porters Lodge.

Recordings are normally retained for 28 days.

If there has been an allegation of a breach of College regulations, or if any disciplinary action is required following such a breach, then the Tutor for Discipline, the Tutor(s) of the individual student(s) concerned and the Senior Tutor may ask to see screenshots of relevant images in order to verify the allegations and to take appropriate action. In cases where there is evidence of criminal activity, images may be shared with the Police.

There are fixed CCTV cameras at the main entrance to the Library, in the Library, in the Gym, at the Peterhouse Boathouse, at the Cosin Court and William Stone Building car parks, around the access paths within Cosin Court, at the two gated entrances to St Peter's Terrace, the Masters Lodge side entrance and at the rear entrance to the College overlooking Granta Place. In addition, additional cameras may be installed in temporary locations from time to time. All cameras are clearly visible and appropriate signs are prominently displayed so that employees, students and visitors are aware that they are entering an area covered by CCTV.

This policy sets out the use and management of the CCTV equipment and images in compliance with the General Data Protection Regulation 2018 as identifiable imagery is considered personal data under the GDPR.

The CCTV facility at Peterhouse records images only. There is no audio recording.

### Ward Library

There is a camera over the Library main entrance, across part of Little Saint Mary's Lane.

There are a number of fixed cameras strategically positioned throughout the Ward Library, including in the Gunn Gallery, the computer rooms and the Law Library.

The purposes of the CCTV cameras include:

- Security of the staff and student Library Assistants, especially out of hours
- Monitoring of behaviour in the Library area so that the Library staff can ensure that the regulations regarding drinking and eating, smoking and use of mobile phones are being followed
- Security of the valuable items housed in the Library
- Security of the personal items of library users
- Ensuring that books are not removed from the Library without being properly issued

Images produced by the CCTV equipment are stored on the hard drive of a Server and are deleted and overwritten on a recycling basis. In any event, images are not held for longer than 28 days.

Access to, and disclosure of, images recorded on CCTV is restricted to members of the Library staff. If any disciplinary action is required, such as if it is suspected that books have been removed from

the Library without being properly issued, then screen shots of the relevant images may be shown to the Ward Librarian, the Tutor(s) of the individual student(s) concerned, and the Senior Tutor.

### **The David Ross Gym**

The CCTV equipment in the gym is used for security and safety purposes only. The images are displayed on a screen in the Porter's Lodge and are stored for a maximum of 28 days. The Duty Porters monitor the screen during the gym opening hours to ensure the safety of individual users of the gym, especially those working out by themselves.

### **The Peterhouse Boathouse**

There is CCTV equipment covering all external entries to the Boathouse for security and safety purposes only. The images are displayed on a screen in the Porter's Lodge and are stored for a maximum of 28 days. The Duty Porters monitor the screen to ensure the security of the Boathouse and the safety of individual users.

### **Cosin Court & Cosin Court & William Stone Building Car Parks**

There are cameras at the Cosin Court car park to monitor activity within the car park in order to protect authorised users. Additional cameras cover the pathways to the cycle racks within Cosin Court and along the pathway towards Tunwell's Court.

### **St Peter's Terrace and Grove Lane**

Cameras are located near to the main gated entrance to the front of the SPT houses and near to the gate into the back entrances of SPT from Grove Lane.

### **Rear Entrance of College overlooking Mill Lane**

Cameras are located at the rear of the College overlooking the entry points to the main site from Mill Lane.

### **Side Entrance of the Masters Lodge**

A camera is located to the side of the Masters Lodge, before the entrance to the Brewhouse overlooking the entry point to the front, from the side of the Lodge.

### **Access Rights of Individuals**

CCTV images are considered personal data and individuals have the right to request a copy of the personal data that the College holds about them, including CCTV images if they are recognisable from the image.

If you wish to access any CCTV images relating to you, you must make a written request to the College Data Protection Lead, [dpl@pet.cam.ac.uk](mailto:dpl@pet.cam.ac.uk). Your request must include the date and time when the images were recorded and the location of the particular CCTV camera so that the images can be located and your identity established as the person in the images. The College Data Protection Lead will first determine whether disclosure of your images will reveal third party information and, if that is the case, will obscure the images of third parties to avoid an unfair intrusion into their privacy.

## **Door Entry System**

Access to, and disclosure of, data recorded on the electronic door entry system is restricted to the Head Porter with the assistance of the IT Manager. If any disciplinary action is required, such as if there has been an alleged or suspected breach of College regulations, then the Tutor for Discipline, the Tutor(s) of the individual student(s) concerned and the Senior Tutor may ask to see the relevant data. In cases where there is evidence of criminal activity, such data may be shared with the Police.

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