

Peterhouse

Policy regarding the use of CCTV on College premises

Introduction

Peterhouse uses closed circuit television images (CCTV) at the main entrance to the Library, in the Library, in the Gym and at the Peterhouse Boathouse 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 College's property.

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 as 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. All cameras are clearly visible and appropriate signs are prominently displayed so that employees, students and other visitors are aware that they are entering an area covered by CCTV.

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 kept
- Security of the valuable items housed in the Library
- 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 PC 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 of the individual student 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.

Access Rights of Individuals

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. 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, in this case, will obscure the images of third parties to avoid an unfair intrusion into their privacy.

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