

<b>PROVIDER NAME:</b> CCT College Dublin (CCT)			
<b>POLICY AREA:</b> Standard 10: Information Management			
<b>Policy and Procedure Title:</b>	CCTV Policy	<b>Document Number:</b> CCTP1004	<b>Version:</b> 1.1
<p>CCT College Dublin operates monitored closed circuit television (CCTV) on its campus premises. The purpose of the following policy and procedures is to outline the CCTV operation in accordance with data protection legislation (GDPR), and specifically the legal basis for its operation and the access, use, storage, sharing and deletion of CCTV materials.</p> <p>This policy should be read in conjunction with the College Data Protection Policy and Privacy Statement.</p> <p>CCT College Dublin utilises monitored CCTV cameras at its Westmoreland Street Campus, with cameras installed at all entry / exit points and various locations throughout the building. The CCTV system is monitored live, during opening hours, and also records footage with associated, date, time and location.</p> <p>The use of CCTV cameras is indicated upon entry to the building, within staff and student handbooks and at locations throughout the building.</p> <p>Responsibility for the CCTV falls to the Dean for Administration and Finance with data protection oversight from the Dean of Academic Affairs. Authority to access CCTV is strictly controlled by the Dean for Administration and Finance.</p> <p>CCTV footage is the property of CCT College Dublin and is considered personal data under the College Data Protection Policy.</p> <p>The College operates a CCTV system for the following purposes:</p> <ul style="list-style-type: none"> <li>● The provision of safety and security of staff, students, visitors, buildings and facilities</li> <li>● The prevention, investigation and detection of a criminal allegation or offence or breach / alleged breach of College regulations / Code of Conduct</li> <li>● Enabling identification, apprehension and prosecution of offenders in association with law enforcement agencies, as appropriate</li> <li>● Supporting the College in pursuing or defending claims</li> <li>● Enabling the College to respond to legitimate requests from third parties for CCTV footage, where there is a legal basis for providing same</li> <li>● Supporting the academic integrity of examinations and examination processes.</li> <li>● In order to comply with the Government's COVID-19 Return to Work Protocol, CCT College Dublin shall be obliged to maintain records of all persons attending upon its premises at all times and the CCTV system may be used as part of these records.</li> </ul> <p>In implementing CCTV cameras that College has sought to balance the legitimate interests of the College with the rights and freedoms of data subjects. As a result cameras are not placed in individual offices or hygiene facilities and are not used for the purpose of monitoring staff.</p>			





**POLICY CONTROL SHEET**

<b>Policy Title</b>	CCTV Policy
<b>Responsible Officer(s)</b>	Dean for Admin & Finance, Dean of Academic Affairs
<b>Issuance Date</b>	May 2018
<b>Effective Date</b>	May 25 <sup>th</sup> 2018
<b>Last Review Date</b>	July 2019
<b>Supersedes</b>	New policy
<b>Next Review Date</b>	August 2024
<b>Designated Reviewer</b>	Dean for Admin and Finance, Dean of Academic Affairs
<b>Scope</b>	All staff and stakeholders

**Revision History**

<b>Revision</b>	<b>Approval Date</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
New Policy	May 2018	New CCTV policy for GDPR compliance	Senior Management Team	Academic Council
1.1	July 2020	Revision to reflect Return to Work protocols	College President	Executive Leadership Team

**References upon which the Policy section is based**

<b>CCT Policy area</b>	Information Management
<b>Statutory &amp; System Wide Basis</b>	The Irish Qualifications and Quality Assurance (Education and Training) Act, 2012; QQI Core Statutory Guidelines for Quality Assurance EU GDPR
<b>Related CCT Policies / Forms</b>	CCTP1001 Privacy Statement CCTP1002 Data Protection Policy CCTP1003 Data Access Request Policy CCTP1005 Information Management Policy

