



PLASSEY CAMPUS CENTRE LTD.
UNIVERSITY OF LIMERICK

**Closed Circuit Television (CCTV) System
Operating Procedures**

Plassey Campus Centre
December 2015

*Submitted to the Board of PCC
for approval on 22 Feb 2016*

1. INTRODUCTION

- 1.1 These Procedures detail the accepted uses and management of the Plassey Campus Centre CCTV system which is managed by the contracted security provider in liaison with the Buildings & Estates Department of the University of Limerick.
- 1.2 A key consideration in operating the CCTV system is ensuring that the privacy of individuals is protected in line with the Data Protection Acts 1988 & 2003. These Acts provide for the collection, processing, retention and eventual destruction of personal data in a responsible and secure way, thereby avoiding its misuse. For further information, see the Company's Data Protection Policy (available at www.campuslife.ul.ie).

2. CCTV SYSTEM AT PLASSEY CAMPUS CENTRE

- 2.1 Monitored CCTV cameras are installed at various locations in each Student Village on the University of Limerick Campus and records footage with associated date and time. This use of CCTV is signalled by notices placed at entrances to and in prominent locations in each student village.
- 2.2 Day to day responsibility for the Company's CCTV system and the data generated rests with the contracted security company in liaison with the Plassey Campus Centre.
- 2.3 All CCTV footage is the property of Plassey Campus Centre.

3. PURPOSES OF CCTV

- 3.1 The purposes for which the CCTV system is installed in each student village include:
 - to assist in providing for the security & safety of students, staff and visitors;
 - monitoring and protecting Plassey Campus Centre buildings and facilities;
 - assisting in the prevention and detection of crime;
 - facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order offences;
 - assisting Plassey Campus Centre in the processing of allegations/claims against the Company;
 - enabling the Company to respond to legitimate requests from third parties for CCTV footage of incidents;
 - facilitating the investigation of staff/student/contractor disciplinary offences;
 - assisting the enforcement of Company car parking regulations and management of these car parks;
 - identifying traffic movement problems around the Student Villages.

3.2 Although every effort has been made in the layout of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that it will detect every incident that takes in the Student Villages.

4. MANAGEMENT OF CCTV FOOTAGE

4.1 All recorded CCTV footage must be adequately secured and access to footage must be password-controlled.

4.2 The contracted Security Manager and his/her nominee(s) are authorised to operate and monitor the CCTV system. Such nominees must be authorised in writing by the Manager of Student Residences at Plassey Campus Centre and a record of such authorisation be maintained by the Manager of Student Residences.

4.3 The contracted Security Manager will ensure that all authorised personnel are fully briefed in respect of operational, administrative and legislative requirements that arise from the management of the CCTV system and recorded footage.

4.4 Authorised personnel are responsible for ensuring that the system is only used in an appropriate manner in conformance with legislative and any legal requirements that may arise.

4.5 Breaches of these Procedures may result in the Plassey Campus Centre: Employee Disciplinary Matters & Termination of Employment being invoked.

5. RETENTION OF CCTV FOOTAGE

5.1 Recorded footage on the CCTV system

5.1.1 In accordance with the Data Protection Acts, CCTV footage is retained for no longer than is necessary. In general, footage will only be retained for a period of 21 days unless valid reasons including those set out in section 3.1 above arise.

5.2 Footage from the CCTV system retained as evidence

5.2.1 The following log of retained recorded CCTV footage will be maintained by the Security Manager or his/her nominee(s):

- the date and nature of the matter recorded;
- the date(s) of when the CCTV footage was copied;
- record of any disclosure of CCTV footage;
- record of when and how the CCTV footage was securely deleted.

5.2.2 CCTV footage will be retained for as long as required where it serves as evidence of matters such as those set out in Section 3.1 above, as identified by the contracted Security Manager or his/her nominee(s).

5.2.3 In the event that CCTV footage is to be retained the following procedure shall apply:

- the relevant footage will be downloaded onto an appropriate storage device by the contracted Security Manager or his/her nominee(s) and retained in a secure location;
- the copy will be securely retained until written confirmation from the Manager of Student Residences is received to confirm that the matter is concluded. Upon receipt of such confirmation, the footage will be securely deleted by the contracted Security Manager or his/her nominee(s);

5.2.4 Hard copy print outs of CCTV footage are subject to the same controls as those set out above.

6. REQUEST FOR ACCESS TO CCTV FOOTAGE

6.1 Access to recorded footage is restricted and carefully controlled by the contracted Security Manager or his/her nominee(s) not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the footage be required for such purposes.

6.2 Requests for access must be made in writing to the Manager Student Residences, Campus Life Services, Plassey Campus Centre, University of Limerick, Limerick within 15 days of the incident occurring. Recorded footage will be disclosed in consultation with the Chief Operating Officer of Plassey Campus Centre. Such disclosure will be in compliance with the Data Protection Acts 1988 & 2003 and with the Company's Data Protection Policy.

7. APPEALS

7.1 Any appeal regarding the implementation of these procedures should be referred in writing to the Chief Operating Officer, Plassey Campus Centre, University of Limerick, or by email to: pcc@ul.ie whose decision will be final.