



CCTV POLICY

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The Royal Academy of Music moves music forward by inspiring successive generations of musicians to connect, collaborate and create.

Charity number 310007

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MARYLEBONE ROAD, LONDON NW1 5HT
RAM.AC.UK



**UNIVERSITY
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INTRODUCTION

Closed circuit television (CCTV) is installed at the Royal Academy of Music to provide a safe and secure environment for students, employees, contractors and visitors, and to protect the property from unlawful damage and unauthorised access.

This policy sets out the use and management of the CCTV equipment and images in compliance with the General Data Protection Regulation (GDPR) and the ICO CCTV Code of Practice.

The Royal Academy of Music's CCTV platform records images only and there is no facility to record audio. Where circumstances are required, the Academy reserves the right to allow covert use of CCTV. This will be agreed in advance by the Director of Finance.

PURPOSES OF CCTV

The purposes of the Royal Academy of Music installing and using CCTV platforms include:

- To assist in the prevention or detection of crime or equivalent malpractice.
- To assist in the identification and prosecution of offenders.
- To monitor the security of the Royal Academy of Music premises at all sites, including the Marylebone Road site, Cross Keys Practice Centre, St. Mark's Church.
- To ensure that health and safety regulations and Royal Academy of Music procedures are being complied with.
- To assist with the identification of unauthorised actions or unsafe working practices that might result in disciplinary or legal proceedings being instituted against students, employees, contractors, and visitors and to assist in providing relevant evidence; and
- As a requirement of our Premises Licence as issued by Westminster Council.

RESPONSIBLE PARTIES

The Deputy Head of Estates is responsible for the implementation of and compliance with this policy and the operation of the CCTV system. Reviews of this policy and the Royal Academy of Music use of CCTV shall be conducted no less than every two years.

Any complaints or enquiries about the operation of the Royal Academy of Music CCTV system should be directed in the first instance to the Deputy Head of Estates.

LOCATION OF CAMERAS

Cameras are located at strategic points throughout the site where there is reason to deter and monitor and safeguard all, including property and assets.

The location of each camera or groups of cameras and is as follows:

Camera Number	Location Covered
A1	York Gate
A2	York Gate
A3	York Gate
A4	CURRENTLY BLANK
A5	CURRENTLY BLANK
A6	CURRENTLY BLANK
A7	York Gate
A8	York Gate
A9	York Gate
A10	York Gate
A11	York Gate
A12	York Gate
A13	York Gate
A14	York Gate
A15	York Gate
A16	York Gate
B1	Main Building to York Gate Link Corridor
B2	DJRH
B3	DJRH
B4	Main Building
B5	CURRENTLY BLANK
B6	York Terrace East
B7	External
B8	Main Forecourt
B9	Main Building to YTE Central Corridor
B10	Main Building
B11	External
B12	Goods Lift
B13	External Fire Escape Stairs
B14	External
B15	T Room Stairs
B16	Main Building
C1	Main Building
C2	ABRH Lobby
C3	Main Building
C4	Main Building
C5	Main Building
C6	Main Building
C7	Main Building

C8	Main Building
C9	Main Building
C10	Main Building
C11	Main Building
C12	Entrance Lobby
C13	Loading Bay - Internal
C14	Duke's Hall
C15	Main Building
C16	Main Building
D1	Main Building
D2	York Terrace East
D3	York Terrace East
D4	York Terrace East
D5	York Terrace East
D6	Main Building
D7	York Terrace East
D8	SPARE CAMERA - NO VIDEO
D9	Main Building
D10	Main Building
D11	Main Building
D12	Main Building
D13	Main Building
D14	Main Building
D15	Main Building to YTE Central Corridor
D16	Main Building
CK1	Cross Keys
CK2	Cross Keys
CK3	Cross Keys
CK4	Cross Keys
CK5	Cross Keys
CK6	Cross Keys
CK7	Cross Keys
CK8	Cross Keys
CK9	Cross Keys
CK10	Cross Keys
SM1	St. Mark's
SM2	St. Mark's
SM3	St. Mark's
SM4	St. Mark's

SIGNAGE

Appropriate signs are displayed where CCTV cameras are situated ensuring individuals are made aware that they are entering an area covered by CCTV. The information contained on each sign is as follows: 'CCTV in operation for your personal safety and security'.

RECORDING AND RETENTION OF IMAGES

Images produced by the CCTV equipment are intended to be as clear as possible so that they are effective for the purposes set out above. Maintenance checks of the equipment are undertaken on a regular basis to ensure it is working properly and that the media is producing high quality images. Hard disc drives are used to ensure image quality. Where a hard disc drive has deteriorated and/or is no longer required it shall be erased and disposed of securely by an approved electronic waste disposal company.

CCTV images are retained for a minimum of 28 days

ACCESS TO AND DISCLOSURE OF IMAGES

Under GDPR, individuals have the right to request to access and receive a copy of personal data that the Royal Academy of Music holds about them, including CCTV images if they are recognisable from the image.

To ensure that the rights of individuals are met, access to, and disclosure of, images recorded on CCTV are restricted.

Images that are filmed are recorded centrally and held in a secure location. Access to recorded images is restricted to the operators of the CCTV system and to authorised individuals only.

The individual(s) at the Royal Academy of Music designated to control access to recorded images are: the Head of Estates and the Security Supervisor.

Monitors used to access CCTV images are in secure areas which are locked when not occupied and access by unauthorised individuals is strictly forbidden. The locations of monitors at the Royal Academy of Music are listed below:

Main Entrance Hall – Security Officer's Desk
LG86 – Security Office

Where media storing images are removed for viewing purposes, this shall be documented.

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime or the identification and prosecution of an offender or the identification of a victim or witness.
- Prosecution agencies, such as the Crown Prosecution Service.
- Relevant legal representatives.
- Authorised individuals involved with the Royal Academy of Music; or
- Individuals whose images have been recorded and retained (unless disclosure would prejudice the prevention or detection of crime or the apprehension or prosecution of offenders). *

*In the case where third parties are present in the image the request will be rejected due to an infringement on the third parties' rights, unless consent for their personal data to be used for this purpose has been explicitly granted by the third parties concerned.

The disclosure of images to the parties listed above can only be authorised by the Deputy Head of Estates.

All requests for disclosure and access to images will be documented in the 'Royal Academy of Music CCTV Footage Request Form' which shall record the following information:

NAME, DATE OF REQUEST SUBMISSION, VALID STAFF/STUDENT ID CARD CONFIRMED, DATE OF INCIDENT, APPROXIMATE TIME OF INCIDENT, ANY RELEVANT DETAILS, REASON FOR REQUEST, CRIME REFERENCE NUMBER (IF APPLICABLE), SIGNATURE.

If disclosure is denied, the reason will be recorded.

For a request to be successful it must be received within 28 days from the date when the images were recorded to ensure the relevant media is available. Where requests have been received in a timely manner the media containing the data shall be retained until the request has been actioned.

STAFF TRAINING

The Royal Academy of Music shall ensure that all employees handling CCTV images or recordings are trained in the operation and administration of the CCTV system and on the rights of individuals regarding the system.