



CCTV Policy

1. Purpose of the Policy

This policy outlines the use of Closed Circuit Television (CCTV) in communal areas within our student accommodation. The purpose of CCTV is to ensure the safety and security of residents, staff, and visitors, as well as to protect property and maintain a safe living environment.

2. Legal Compliance

We are committed to handling CCTV data responsibly and in compliance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. As members of the Information Commissioner's Office (ICO), we adhere to best practices for the use of surveillance systems.

3. Reasons for CCTV Installation

The primary reasons for using CCTV in communal areas are:

- To enhance the safety and security of residents, staff, and visitors.
- To deter and detect crime or anti-social behaviour.
- To monitor and manage incidents that may occur within communal spaces.

4. Principles of CCTV Use

We are committed to ensuring that CCTV is used proportionately and transparently.

- **Scope of Coverage:** CCTV cameras are installed only in communal areas such as corridors, entry points, and shared spaces. Cameras are not installed in private areas such as bedrooms or bathrooms.
- **Data Access:** Recorded footage is only accessed for reactive purposes, such as investigating specific incidents.
- **Retention Period:** CCTV footage is retained for a maximum of two weeks unless required for an ongoing investigation or legal matter, in which case it may be retained for longer.

5. Staff Training

Our staff are trained on data protection principles and GDPR to ensure that CCTV data is managed lawfully and securely. Only authorised personnel have access to CCTV

footage, and all staff members understand their responsibilities under data protection laws.

6. Data Protection and Privacy

We take privacy seriously and have implemented measures to minimise the impact of CCTV on individuals' rights.

- **Signage:** Clear signage is displayed in all areas covered by CCTV to inform residents and visitors that surveillance is in operation.
- **Data Security:** Recorded data is stored securely and protected against unauthorised access or misuse.
- **Data Requests:** Individuals have the right to request access to CCTV footage of themselves, subject to verification of their identity and the limitations set out in data protection law.

7. Complaints and Queries

If you have any concerns or questions regarding the use of CCTV, please contact McComb Students – info@mccombstudents.com

8. Policy Review

This policy will be reviewed annually or sooner if required to ensure ongoing compliance with legal and regulatory requirements.