



### **Purpose**

Ashridge uses CCTV to provide a safe and secure environment for its staff and visitors and to protect Ashridge's property. The purposes for which the CCTV Systems are used are solely to protect the premises by prevention, detection and investigation of criminal activity.

### **Responsibility**

The person who has been appointed to oversee the system and procedures is Andy Plumbly who holds the position of Chief Operations Officer at Ashridge Business School. He is responsible for making sure that the data is only accessed by those with a genuine need to do so.

Ashridge will notify visitors to the site of the use of CCTV by appropriate signage provided at the entrance of each car park.

### **Quality Control**

The images that are filmed will be held in a secure location and will only be accessed by those who are authorised to do so.

The medium onto which we record images is a hard drive which updates every 31 days by clearing data stored and starting again.

A regular maintenance programme is in place and will be carried out in accordance with the agreed schedule by MJ Security Systems Ltd (tel no. 01582 665022). Cameras will be checked every six months and a service report provided.

### **Destruction**

Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is 31 days and any footage that is over this period is set up on the system to be deleted automatically.

### **Access**

The location that is used for viewing of any images is the Venue Services team office in the Main House. Only the manager and team leaders are authorised to access the images collected.

Andy Plumbly, Chief Operations Officer, or his nominated deputy in his absence, is the only person who can authorise disclosure of information to third parties.

Should any images be required by the Police, or any other authorised enforcement agencies, we will adhere to the following protocol:

1. All requests will be documented, giving the date, time and purpose of the request and the identity of the body and individual making the request.
2. The request must specify the date and time (as far as possible) of the image.
3. Proof of ID from the requesting officer will be required on collection of the data.
4. We will aim to provide a response to a request within 24-48 hours.
5. If the decision is taken not to release the images, then the image in question will be held and not destroyed until all legal avenues have been exhausted.

The Data Protection Act 1998 gives individuals the right to access personal information about themselves, including CCTV images. All requests for access to images by individuals should be made to the Chief Operations Officer who will assess the request and, if appropriate, release the image to the individual within 40 days of the request. Ashridge may make a small charge for the image, not exceeding £10.

The CCTV system operates 24 hours a day, 365 days a year and will continue to be maintained by MJ Security Systems Ltd and monitored by our nominated staff.

Adherence to this policy will be monitored and the policy reviewed at least annually.

This policy is a public document and is available online at [www.ashridge.org.uk](http://www.ashridge.org.uk) or by contacting us on 01442 843491.