

University of Wolverhampton

CCTV Annual Report 2018

**Executive Summary**

This document has been produced to provide details of the CCTV system in operation at the University of Wolverhampton. It also assists in demonstrating compliance with the Home Office’s ‘Surveillance Camera Code of Practice’ (the Code). The Code of Practice details how the CCTV scheme will be used and managed and is a public document that can be downloaded from the University’s website. In operating its CCTV system, The University of Wolverhampton supports all the principles contained within:

• The Data Protection Act 1998;

• The European Directive 95/46/EC;

• The Human Rights Act 1998;

• The Regulatory and Investigatory Powers Act 2000; and

• The Protection of Freedoms Act 2012.

**INTRODUCTION**

In compliance of the Surveillance Camera Commissioners guiding principles, the University of Wolverhampton will produce an annual report to ensure transparency of the system and its use are maintained; also to ensure that the system is suitable for the intended purpose of use, and to look at the possibility of less intrusive interventions. The duration of this report is from 1st January 2018 to 31st December 2018. This also forms part of the accreditation and external audit process

**MISSION STATEMENT**

The owners of the scheme1, namely the University of Wolverhampton, the management and employees are committed to achieving the best objectives of the scheme. To do this we ensure that all operatives of the system are CCTV (PSS) trained in accordance with the Security Industry Authority standards, and committed to complying with the procedures and policies laid down in the University of Wolverhampton CCTV Code of Practice. We shall endeavor to promote and maintain a culture of transparency around our use of the scheme, to empower individuals with the knowledge that their rights, civil, legal and human are maintained to the highest degree.

**Purpose of the University of Wolverhampton CCTV System**

The Code details that the use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need. It states that such a legitimate aim and pressing need might include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others. The University of Wolverhampton scheme is operated in relation to the prevention of disorder or crime and the reduction of the fear of crime. Additionally it may be used in relation to public safety. The CCTV scheme is operated within applicable law/guidance and only for the purposes identified above. The scheme will be operated with due regard to the privacy of the individual.

**SCHEME DESCRIPTION**

The scheme consists of 573 IP cameras, 26 Analogue Cameras, 36 Body Worn Devices covering seven separate parts of the University Estate, these are City Campus, Telford Campus, Walsall Campus, University of Wolverhampton Science Park, ECMS Tipton, ECMS Springfield and King Street of these cameras 64 cover wholly or in part an area of public space. The cameras have been sited to give the best possible coverage of the University Estate and to enable the purpose of the scheme to be met as fully as possible. All cameras feed into a dedicated secure control room; the Control Room is staffed by SIA licensed operators operating 24 hours a day for the full calendar year; the purpose of the scheme are outlined later in this report. All data collected is maintained in a secure unit, data is encrypted by way of the scheme software and any data release is managed in accordance with the data protection act. Appendix 1 itemises all of the cameras which cover public space, the appendix is split into the four separate campuses of the Estate that have PSS

**Scheme Objectives**

This will be achieved by the monitoring of the system, to:

* Assist in the prevention and detection of crime.
* Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public disorder; and as an aid to public safety.
* Provide the Police, Health and Safety Executive and University with evidence upon which to take criminal, civil and disciplinary action respectively.
* To assist in the University’s emergency procedures.
* To assist in Civil emergencies.
* To assist with traffic management.
* To promote safer communities.
* Provide a training facility.
* Provide and operate the system in a manner, which is consistent with respect for the individual's privacy.

**CCTV CODE OF PRACTICE**

The University Code of Practice for CCTV is available for download from the University web site

**ALTERATIONS TO SYSTEM SINCE LAST REPORT**

12 Cameras have been replaced as part of ongoing maintenance and 8 new cameras have been added to the system. The Control Room which was identified as not fully meeting standards is currently undergoing a review and a plan to correct any issues will be created within the time of this annual report ready for the 2019 Annual Report

**PRIVACY IMPACT ASSESSMENTS**

Privacy impact assessments have been carried out for all public space CCTV cameras across the University Estate; these are available via the University Web Site. Eight new PIA’s have been created for the added cameras

**COMPLAINTS**

there have been no complaints during the period of this report.

1. - For the purpose of this report, the “Scheme” shall refer to all evidential image and audio recording equipment commonly known as CCTV and Body Worn Video.

**TRAINING**

Whilst all University Security Officers are trained and licensed to in accordance with current SIA guidelines, in house training continues to maintain the skills and knowledge to operate the system lawfully and efficiently.

**CCTV SIGNAGE**

Signage is erected at each building entrance and on any cameras that are sited off University Premises; each sign identifies the system as owned by the University of Wolverhampton and telephone contact details for enquiries.

**DATA RELEASE**

The Team Leaders (Security) are empowered by the Security Manager to issue CCTV footage on disc to agencies requesting said footage for evidential purposes, this ensures that a 24 hour service is provided to our stakeholders. All data is released under the constraints of the Data Protection Act (1998), and a record of each disc is maintained, the footage if required for legal evidence is retained for an initial period of 3 months, at the end of this period a review of this footage is carried out. If the images are no longer required for evidence, they will be deleted, if there is a further need to retain them, the Security Manager will extend the period of retention as required; once no longer required all held images are deleted.

**BODY WORN VIDEO (BWV)**

All Security Officers are issued with a BWV unit, either personal issue or shared; these are used to record evidence and protect both the officer and others against false claims. Officers only switch on their BWV when they suspect an incident is in progress, and on approaching anyone involved they must follow a procedure which states that they should announce as soon as is practical that BWV is being used and both audio and video are being gathered. The images and audio collected on the units is encrypted to prevent third party access should the unit be lost/stolen. Data is downloaded to proprietary software, when downloaded if the data is over 30 days old, the images will be automatically deleted by the software. Once downloaded the data will be retained for 30 day when it will be deleted by the software, unless the data has been selected as “Evidential” whereby the data is treated as in the previous section of this document. Officers carrying BWV are issued with a “CCTV” badge .

**Targeted Operations**

The Code of Practice only permits use of the system to observe known individuals by law enforcement agencies if authorised to do so by a Superintendent of Police or officer of similar level in other relevant law enforcement agencies. Targeted operations using the Universities CCTV system are only conducted when other surveillance methods are considered inappropriate or not effective. In 2018 two operations were carried out.

**INCIDENTS :**

Police Disclosures of CCTV²:

|  |  |
| --- | --- |
| Number of discs seized | Arrests/Convictions Made |
| 17 | No feedback from WMP concerning number of arrests/conviction |

Non Police CCTV Disclosures:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Discs Released To | Internal Investigation | Student Discipline | Staff Investigation | 3rd Party |
| Total Discs Released | 4 | 4 | 10 | 8 |

Non-Police Body Worn Video Disclosures:

|  |  |
| --- | --- |
| Number of Discs Released | Destination of Discs |
| 51 | Discs released to facilitate internal investigations surrounding students; some discs are duplicates³ and are released to other official  bodies within the University. |

The above data is inclusive of the period 1st January 2018 – 31st December 2018.

1. –May also be Images captured on body worn video cameras requested by the Police.
2. – Duplicates are issued usually following an initial investigation by for example Residential Services, if the investigation then becomes disciplinary it is passed to the University Conducts and Appeals body. The original disc may however be required to be retained for possible financial penalties.

# Appendix 1 City Campus Public Space Coverage

|  |  |  |  |
| --- | --- | --- | --- |
|  | Camera Name | Type | Public Space Covered |
| Car Parks & Barriers |  |  |  |
|  | Executive Car Park PTZ | PTZ | Wulfruna St at Entrance to Car Park |
|  | Lomas St Entrance | PTZ | Length of Oxley St between RMM  and RMF buildings |
|  | Red Hill St 1 | Static | Red Hill St |
|  | Red Hill St PTZ | PTZ | Red Hill St and North Rd at rear of ASDA, also Stafford St from Avalon Jaguar to the Traffic Lights at the  Junction with Cannock Rd |
| Lomas St Residences |  |  |  |
|  | Legends Car Park | Static | Pavement on Oxley St Adjacent to  Car Park Entrance |
|  | Lomas St ASDA Walkway PTZ | PTZ | Red Cross Walk including section of  ASDA Car Park |
|  | Lomas St ASDA Walkway Static | Static | Red Cross Walk from Pedestrian  Gate to North Rd |
|  | RMA Sports Pitch | Static | Junction of Oxley St and North Rd |
| MA |  |  |  |
|  | Goods In Courtyard | PTZ | Pedestrian Walkway at termination of Wulfruna St between MA and MD  buildings |
|  | MA Front Dome | PTZ | Wulfruna St from Traffic Island by Civic Centre and Junction with Stafford St including St Peters  Passage |
|  | MA Front Static | Static | Front entrance to MA building to Wulfruna St/Stafford ST junction and Opposite side of the road |

|  |  |  |  |
| --- | --- | --- | --- |
| MB |  |  |  |
|  | MB Main Entrance | Static | Front of MB Building and short  distance towards Ring Rd St Peters |
|  | Stafford St Gates | Static | Area of Stafford St just outside of the  Gates |
| MC |  |  |  |
|  | MC Stafford St | Static | Paved area outside MC building looking towards Junction of Stafford  St and Ring Rd St Peters |
| MD |  |  |  |
|  | MD Front Dome | PTZ | Paved area from termination of Wulfruna St adjacent to the Civic Centre to the Molineux Subway including a short are of Ring Rd St  Peters |
|  | South Subway | PTZ | Located at the top of the steps at Molineux Subway, has a 360 degree  view from this position. |
| MG |  |  |  |
|  | MG Front Left | Static | View towards Royal London buildings including Wulfruna St at its  junction with Stafford St |
|  | MG Rear Right | Static | Stafford St Footpath along the  frontage of MI building |
| MH |  |  |  |
|  | Front Right | PTZ | Stafford Street from junction with  Cannock Rd to Herbert Street |
|  | Rear RHS | PTZ | Full length of Camp St |
| MI |  |  |  |
|  | Stafford St Roadside | Static | Stafford St footpath along the frontage of MI building towards the  junction with Wulfruna St |

|  |  |  |  |
| --- | --- | --- | --- |
| MK |  |  |  |
|  | Print Services | PTZ | Molineux Street between MU and  MM buildings |
|  | North Subway | PTZ | Located near the northern exit of the Molineux Subway, 360 degree view  from this position. |
| ML |  |  |  |
|  | Front External | Static | A section of Stafford St from the pedestrian gates adjacent to the  building to the junction with Ring Road St Peters |
| MM |  |  |  |
|  | Feathers LHS | Static | Molineux St directly in front of MM  building (Old Feathers Public House) |
|  | Feathers RHS | Static | Molineux St directly in front of MM  building (Old Feathers Public House) including the car park opposite |
| MU |  |  |  |
|  | Front Entrance | Static | Overlooking the front carousel doors of MU also the opposite pavement  and car park area. |
|  | MU Rear Side | PTZ | Molineux Street from the south edge of the building towards the MM  building and parking opposite |
|  | MU Roadside LHS | PTZ | Positioned on a pole at the entrance to the car park opposite MU, it has a  360 degree view from this position |
|  | MU Roadside RHS | PTZ | Positioned on a pole at the entrance to the car park opposite MU, it has a 360 degree view from this position |

|  |  |  |  |
| --- | --- | --- | --- |
| MX |  |  |  |
|  | Back Gate | PTZ | Positioned on a pole adjacent to the  MX Service Yards, it has a 360 degree view from this position |
|  | Top of Camp St | PTZ | Positioned on a pole on a grassed verge at the top of Camp St, it has a  360 degree view from this position |
| North Rd Residences |  |  |  |
|  | North Rd Front | PTZ | Positioned on a pole adjacent to the vehicle gates at North Rd Residences, it has a 360 degree view  from this position. |
|  | Waterloo Rd 1 | Static | Situated on RMP building looking along Waterloo Rd towards 5 ways traffic island, covering both near and  opposite footpath. |
|  | Waterloo Rd 2 | Static | Situated on the residential building opposite the entrance to the TLC College, facing towards the direction of Wolverhampton Town Centre,  covering both near and far footpaths |
|  | Waterloo Rd 3 | Static | Situated on the outer side of RMS Building covering the paved area at the end of North Rd. |
|  | Waterloo Rd 4 | Static | Situated on the outer side of RMS Building covering the paved area at the end of North Rd. |
|  | Waterloo Rd 5 | Static | Situated on the outside of RMT  Building looking towards North Rd vehicle gates. |

|  |  |  |  |
| --- | --- | --- | --- |
| Randall Lines Residences (RMR) |  |  |  |
|  | Randall Driveway | Static | Situated on the front of RMR looking out towards ASDA, covering Randall driveway and up to and including the  footpath opposite. |
|  | Randall Lines Car Park | PTZ | Situated on the corner of RMR building nearest the Chaplaincy, it has a 360 degree view from this  position |

**UWSP Public Space Coverage**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Camera Name | Type | Public Space Covered |
| Car Parks |  |  |  |
|  | PD Car Park 1 | Static | Short distance along Bushbury Lane from opposite KFC to Junction with Showell Road |
|  | PD Car Park 2 | Static | Entrance to Park and Ride car park |
|  | PD Car Park 3 | Static | Traffic Island by Park and Ride car park |
|  | PD Car Park 4 | Static | Part of Traffic Island by Park and Ride car park |
|  | PD Car Park 5 | Static | Glashier Drive from Park and Ride towards PB |
|  | PD Car Park 7 | Static | Traffic Island by Park and Ride car park |
|  | PA Car Park 11 | Static | Section of Glashier Drive from Main Car park entrance towards PB building |
|  | PA Car Park 13 | Static | Section of Glashier Drive from PB building to junction with Coxwell Ave |
|  | PA Car Park 14 | Static | Section of Glashier Drive from PB building to junction with Coxwell Ave |
|  | PA Car Park 15 | Static | Bend in Glashier Drive |
| PA |  |  |  |
|  | PA North Car Park | Static | Stafford Rd By Bus Stop |
| PB |  |  |  |
|  | Main Entrance | PTZ | Glashier Drive in Front of PB |
|  | Roadside between  PB/PC | PTZ | Coxwell Avenue from Stafford Rd to the Bend by PC |
|  | Roadside corner PB | PTZ | Glashier Drive |
| PC |  |  |  |
|  | PC Rear LHS | Static | Short distance on Mammoth Drive behind PC |
| PD |  |  |  |
|  | PD Entrance  Overview | Static | End of Bushbury Lane Adjacent to Traffic Island |
|  | PD Rear LHS | Static | Stafford Rd By Bus Stop |
|  | PD Rear RHS | Static | Stafford Rd By Bus Stop |

**Walsall Campus Public Space Coverage**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Camera Name | Type | Public Space Covered |
| Car Parks/Barriers |  |  |  |
|  | Admin Overspill Car Park | Static | Short Section of Gorway Rd Adjacent to Car Park |
| WD |  |  |  |
|  | WD Dome | PTZ | Approach Rd From Delves Rd Adjacent to Whitehall Junior School |

**Telford Campus Public Space Coverage**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Camera Name | Type | Public Space Covered |
| Residences |  |  |  |
|  | RSC Rear | Static | Short Distance of Shifnal Rd at Rear of RSC |
|  | RSC Rear 2 | Static | Short Distance of Shifnal Rd at Rear of RSC |



Carl Cooper

University of Wolverhampton Security Manager

Facilities & Support Services