



The
University
Of
Sheffield.

EFM
Integrated
Management
System



Operational Procedure

CCTV ANNUAL REPORT 2019 - 2020

IMS Procedure: OPP_SE011

Issue number: 1 Version: 1

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Date of issue: October 2020

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CCTV Annual Report 2019-2020

1. Executive Summary

This document has been produced to provide details of the CCTV system in operation at the University of Sheffield. 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;

<file:///C:/Users/ad1rij/Downloads/CCTVCOPJanuary2020version11.pdf>

In operating its CCTV system, The University of Sheffield supports all the principles contained within:

- The General Data Protection Regulation (GDPR)
- The European Directive 95/46/EC;
- The Human Rights Act 1998;
- The Investigatory Powers Act 2016 and
- The Protection of Freedoms Act 2012.

2. Introduction

The University of Sheffield currently operates a large number of CCTV cameras which are a mix of Public Open Space and internal cameras. These are monitored in the University control room. The CCTV system is made up of a backbone of digital architecture, with a digital front end command and control solution. There is a central control room and a number of remote sites which all benefit from a Synectics solution and link back to the command and control platform in the control room which is a Synectics Synergy Pro Security Management system. As of October 2020 the current version of Synergy software on site is; Synergy Pro 1.26.46. There is a mixture of H.264 and MPEG 2 encoding across the University.

The University of Sheffield has operated public open space CCTV cameras for over twenty years. As the University has grown and new risks have been identified the original scheme has been added to. This year the number of security cameras covering the University estate has increased from 1152 to 1155 with the completion of phase 3 works all cameras are I.P.

The cameras are permanently recorded 24 hrs a day, 365 days a year and University control room operatives are in close contact with the Police. Recently the Home Office produced a

document entitled “Surveillance Camera Code of Practice” (the Code). The Code was developed to address concerns over the potential for abuse or misuse of surveillance and this report assists in demonstrating compliance with this document.

The University has recently invested significantly in the scheme to upgrade the monitoring, transmission and camera technology to ensure the scheme remains effective and is compliant with the Code. We have now completed a three-year camera lifecycle project to replace all cameras to new I.P variants.

Management responsibility for the monitoring and operation of the CCTV scheme is undertaken by the University’s Security Services. The system is owned and maintained by The University of Sheffield and Security Services monitors the images for 24 hours each day, 7 days per week and operates from the Control Room. The Control Room is permanently staffed by a minimum of 2 fully trained members of staff who, depending on operational requirements undertake the monitoring. The scheme is operated in compliance with the internal approved “The University of Sheffield CCTV Code of Practice”.

This internal Code of Practice also reflects the requirements of GDPR and associated regulations and is refreshed bi-annually. The University is listed on the Data Protection Register of the Information Commissioner’s Office and the registration number is Z681065X

3. Purpose of the University of Sheffield 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 Sheffield 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.

4. Purposes and Key Objectives of the Scheme

As stated in the Code of Practice, the main purposes CCTV has been installed to reduce the fear of crime generally and to provide a safe public environment for the benefit of those who live work or visit the University or its environment consistent with respect for individuals’ privacy.

The objectives 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.

5. **Performance/statistics**

University CCTV operators between 1st October 2019 and 30st September 2020 dealt with the following:

CCTV incidents: Total 303

These figures are for live incidents monitored and recorded by the CCTV operators. The figures do not include incidents or arrest figures for crimes that were dealt with through post incident investigations by the police that CCTV operators did not monitor.

6. **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 2019 – 2020 one operation was carried out. This related to a joint University and police cycle crime operation which resulted in a number of arrests.

7. **Complaints**

No complaints were received in 2019 – 2020.

8. **Subject Data Access Request**

Data subject form complies with Section 7 of the Data Protection Act 1998, enabling the Data Protection Officer to inform individuals as to whether or not images have been processed by the CCTV system. During the last reporting period we received 1 subject data access request that was fully complied with.

9. **Access to Recordings**

Police, access is given for valid lawful reasons and in accordance with the Operations Manual procedure. Generally, access will; be requested for investigation of offences, fast time actions, e.g. pursuits. Post event investigation to trace witnesses or obtain evidence.

If access is requested by a third party, for example an Insurance Company, the request will be considered under the GDPR and the Human Rights Act 1998 in order to protect the privacy of persons recorded. For the last 12-month reporting period the following data was released;

- 37 Discs have been authorised for release by Security Services
- 3 were in relation to insurance claims
- 4 were released to investigate incidents of health and safety
- 10 were released for disciplinary reasons
- 20 related to criminal offences and were released to South Yorkshire police

10. **CCTV System Management Performance & Cost**

A number of faults have been reported throughout the year. All of these faults were relatively minor in nature and related to general maintenance issues that are not uncommon in CCTV systems of this kind.

The Head of Security has undertaken a review of our system and the following changes have been applied.

Phase three of the Universities CCTV replacement project works are now complete with practical completion certificates issued. Under phase 3 a total of 118 analogue cameras have been replaced with new I.P variants at a total cost of £153,820.14p

CCTV signage has been added or replaced where signs were found to be missing or gaps in coverage identified.

A number of new additional I.P cameras have been added to the system in order to provide further coverage to the University especially in areas of the public realm.

System updates, the system software has been upgraded to be the latest available version of Synergy Pro.

Maintenance of the system is carried out by a specialist security / CCTV firm registered with the Security Systems & Alarms Inspection Board (SSAIB)

The Universities budget for operating and maintaining the CCTV system (over and above project costs) during 2019/20 was £45,933

11. **Crime Levels**

Crime levels have been compiled and examined by the University's security management team and are attached as Appendix 2 to the full Annual report.

12. **Crime Displacement**

It is difficult to either prove or disprove whether crime displacement has occurred around the University of Sheffield, due to the presence of CCTV. However, it is widely accepted that incidents occurring in the University can be captured on CCTV and the offending perpetrators identified for Police management or investigation. Therefore, it is not unreasonable to assume that some displacement of crime occurs as a result of a successful CCTV system being operated in the University.