Operational Procedure

CCTV ANNUAL REPORT 2021 - 2022

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CCTV Annual Report 2021-2022

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.

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 Synectic’s solution and link back to the command and control platform in the control room which is a Synergy three software system. As of October 2022, all cameras are H.264 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 1164 to 1207 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. The Home Office produce the “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.
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 internally 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 Z681O65X

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 2021 and 30th September 2022 dealt with the following:

CCTV incidents: Total 239

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 states

‘Covert surveillance by public authorities (as defined in Part II of the 2000 Act) is not covered by this code but is regulated by the 2000 Act. Covert surveillance in public places by those who do not fall within the 2000 Act (for example, the private operator of a surveillance camera system in a shopping centre) may be used as part of a specific investigation in exceptional and justifiable circumstances. Any such covert use of private systems by or on behalf of a public authority (with the authority’s knowledge) could place such use within the bounds of the 2000 Act, where all of the criteria at section 26(2) of the 2000 Act are met’.

In 2021-22 one operation was carried out. This related to a joint University and police cycle crime operation which resulted in a number of arrests. Because this was an operation conducted by university funded South Yorkshire police Officers, the appropriately authorised authority was in place.

In the 2022-23 year, we will report on operations which used directed covert surveillance managed by UoS Security staff. Whilst the code does not stipulate the relevant authorisation of the operation (other than exceptional and justifiable purposes) UoS will have appropriate senior management oversight within the process.

7. **Complaints**

No complaints were received in 2021 – 2022.

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 0 subject data access requests.

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 to protect the privacy of persons recorded. For the last 12-month reporting period the following data was released.

- 36 Discs have been authorised for release by Security Services
- 1 released to investigate staff incident of health and safety
- 8 were released for disciplinary reasons to Resident Life
- 27 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 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.

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 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 Three.

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 2021/22 was £43,877

Additional project costs for the CCTV system during 2020/21 including the upgrade to synergy three software were £ 242,708

11. **Future changes/ upgrades**

This next reporting period we will look to upgrade of Campus wide CCTV storage locker solutions. We are in the process of documenting a full DPIA to include a cloud-based storage solution.

There continue to be several enhancements to the cyber-security element of the solution, which will be a direct benefit to the resilience of the University system.

In June 2022, Security Services agreed a new process to manage the disclosure of data in requests from third parties. The process of approval is managed by the UoS Data Protection team, in line with other data disclosures. With the new cloud-based evidence locker above, the system will provide access such that the data will be disclosed in a secure link to the recipient.
12. **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.

13. **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.

Richard Yates

Head of Security Services