

Use of CCTV at Porton Science Park (PSP)

PSP (currently comprising Building A and Building B) is owned and operated by Wiltshire Council and this document outlines the Council's policy on the use of CCTV monitoring at its property.

1. Cameras are currently installed internally within the buildings' communal areas including main Reception, communal corridors and staircase lobby areas and externally, around the exterior of the building.

Monitoring supports:

- security
- preventing and detecting crime or acts of equivalent misconduct including damage to site property
- health and safety such as ensuring the buildings and their surrounds are safe

At PSP, cameras have been installed to also ensure that there is minimal intrusion to personnel and that any intrusion is fully justified.

2. In areas of deployment of CCTV cameras, signs are displayed prominently to inform PSP personnel, visitors and contractors that CCTV is in use for full awareness that they are potentially subject to surveillance in the designated internal or external area.

3. PSP's CCTV at both its buildings are stand-alone system and cover entrances, exits and external areas and some internal communal areas to support the current buildings' safety and security and that of respective personnel.

All cameras are continuously monitoring record images only and captures sound at Building A's gas store recess.

4. When new CCTV monitoring is installed, all personnel at PSP will be fully informed, ensuring that they have information about the purpose of the monitoring and how the footage might be used.

Evidence from CCTV footage

6. CCTV evidence can be used where PSP, through Council's auspices, can show that it was acting fairly and lawfully.

CCTV recordings will only be accessed where PSP has a reasonable belief that there is suspected infringement of House Rules requirements, criminal activity, suspected gross misconduct, health and safety issues to protect PSP from fraudulent activity and/or damage claims are received by PSP or when a police crime reference number (for PSP, Wiltshire Council and Wiltshire Police access) has been issued.

7. Use of CCTV data will only be considered as evidence following consultation with Wiltshire Council's HR advisers (and where applicable, Wiltshire Police) in order to establish whether it is an essential part of investigation.

8. Retrieval of CCTV footage from the building (internal and external) is strictly limited to PSP's Site Manager.

9. PSP tenants' requests to view CCTV from ongoing recordings should be made by email to PSP's Site Manager.

However, in the event of time constraints, the Site Manager will already have access to CCTV footage from the monitor in the Site Manager's office in both buildings due to the nature of the role and for which clear records (time/date/reason) of why the footage was viewed will be kept.

10. Where CCTV evidence forms part of an investigation – i.e. to highlight a breach/misconduct/damage to PSP property (internally and externally), the identified individual(s) will be shown a copy of the still image or footage for the latter's opportunity to respond accordingly.

You can be provided with a copy only where there is adequate protection for other employees or members of the public who may also appear in the recording.

11. CCTV footage will only be disclosed to the individual(s) identified and/or to their company's line or HR manager where the latter may also request access to view the still image or continuous footage as part of PSP's alert or enquiry.

12. Where CCTV exonerates the individual(s) of any wrongdoing, the still image or footage images will only be retained for up to 14 days whilst the matter is concluded or where the respective tenant feels it is no longer necessary to retain the images.

13. Where there is evidence of criminal activity internally and externally at PSP, the footage (still images and/or continuous footage) may be sent to Wiltshire Council and Wiltshire Police if deemed necessary to assist with investigation.

Any such disclosure would be made in accordance with the Data Protection Act.

Storage of CCTV footage

14. Recordings (still Images and footage) from PSP's CCTV monitoring will be securely stored and only the Site Manager will have access to them.

Recordings are retained on the CCTV's HDD recorder for 7 days for Building A and 14 days for Building B.

15. In an investigation, in accordance with Data Protection principles, recordings (still Images and continuous footage) will only be retained long enough for the incident to be investigated and concluded in respect of PSP's (through Wiltshire Council's auspices) internal processes and/or at the end of any legal or other process which requires the data to be retained.

Covert CCTV Monitoring

16. PSP does not undertake covert CCTV monitoring.

17. At PSP, CCTV is not installed or operated in tenant demises or washrooms.

Frequently Asked Questions

18. Who manages CCTV monitoring at PSP

The Site Manager manages the monitoring of CCTV cameras installed internally and externally.

19. How will I know if I am being monitored by CCTV?

There will be clear signage showing where there is CCTV coverage.

20. Can I request to look at CCTV footage?

If you want to look at CCTV footage and it does not form part of any investigation, you will need to apply to the Site Manager by email with justification for your request in order that the Site Manager can decide if he or she can assist with your request.

This is necessary to protect other personnel at PSP and members of the public (for example, visitors and contractors) who may also appear in the recording.

21. What happens with the recordings?

PSP's CCTV cameras are unmanned and not constantly monitored.

The recordings are kept on the CCTV's HDD recorder for 7 days for Building A and 14 days for Building B from the date and time of recording to then be overwritten.

22. Who can look at the CCTV recordings?

Only PSP's Site Manager has access to ongoing CCTV recordings, in line with the Wiltshire Council Code of Practice for Closed Circuit Television Systems in Council Hub Buildings as well as at PSP.