







4.1 Images are recorded on cameras with localised recording capabilities and are viewable in accommodation and welfare service areas by authorised accommodation and welfare staff. Cameras may be monitored overnight by authorised accommodation and welfare supervisors, when accommodation is in use, to ensure student safety and adherence to College rules. Additional staff may be authorised by the Principal/Rector, in liaison with the IT Director to monitor cameras sited within their own areas of responsibility on a view-only basis.

4.2 The cameras installed provide images that are of suitable quality for the specified purposes



7.2 Where an image is required to be held for longer than 14 days, the IT Director, or their nominated deputy, will be responsible for authorising such a request with regard to student-related incidents. The Head of HR or their nominated deputy will be responsible for authorising requests to retain information relating to staff incidents.

7.3 Images held in excess of 14 days will be reviewed on a three-monthly basis and any not required for evidential purposes will be deleted. Once an investigation and any further appeals