

Alcohol Policy and Code of Practice

For UWESU Trading Services



Introduction

We recognise the need for social responsibility, and the fact that a large part of our commercial business is in entertainment and alcohol retail. We play a major part in the communities in which we operate - both in the University community and the wider Bristol community.

The provision of a safe and secure environment in our outlets is a key business objective founded in our business plans. We have a responsibility to provide this environment to our members and wider customer base, and it is a commercial strength that we do so. We also employ a Safe Space policy to further support this (see Appendix 1)

With regard to our licensed trade operations, the issue of social responsibility is one inextricably linked with alcohol consumption. In response to this, and in line with the NUS Code of Practice, we have developed policy in 6 key areas:

- 1. Responsible Retailing**
- 2. Health & Safety**
- 3. The Prevention of Crime & Disorder**
- 4. Community Engagement**
- 5. Dispersal**
- 6. Communication**

An Alcohol Policy Panel has been established to ensure the Code of Practice is adopted, adhered to, and further developed. The panel consists of the Union's:

Trading Services Manager

Licensed Trade Manager

Assistant Venue Managers (Frenchay)

Assistant Venue Manager (Glenside & St Matthias)

Retail Manager

Activities President

EPOS Coordinator

The panel will be responsible for developing and reviewing the various policies. The Alcohol Policy and Code of Practice will cover all Students Union bars and shops. Reviews will take place at least annually, and following any major incident.

1. Responsible Retailing

Responsible retailing encompasses the key elements of our alcohol policy. We consider the supply and demand for alcohol. On the supply side we recognise we have a responsibility to consider issues under our control such as a drinks service policy, pricing, promotions and advertising. We believe all responsible retailers have an obligation to consider these issues. On the demand side our only real influence on consumer demand is the provision of information to consumers. As a Students Union we have an enhanced role to play here from a general welfare provision to our members. Our main focus is in providing information to consumers and reminding them of issues related to the consumption of alcohol (and going out generally).

The advertising of alcohol, events, and promotions spans both the supply and demand side in the context that advertising is our opportunity as a supplier to influence customer demand. Given the price of alcohol sold for consumption on the premises is far higher than students could purchase alcohol for if they wished to (e.g. in supermarkets), we believe that control over advertising, and issues such as time-span of promotions, are far more effective levers to encourage responsible consumption than price. As such our drinks service policy and alcohol promotion policy are detailed and represent a level we believe is leading in the industry.

Drinks service policy:

1.1 We will not sell spirits in quantities greater than a double normal serve measure in one glass.

1.2 We will not mix spirits in the same glass other than as part of recognised cocktails.

1.3 We will not serve spirits into draught alcohol products e.g. put a whiskey in a pint of lager.

1.4 We will not normally stock any product over 50% ABV. Where we do, it will be only with the approval of the Trading Services Manager

1.5 Staff involved in table service on any shift will be specifically reminded of their obligation not to serve those who appear to be excessively under the influence of alcohol.

Note: Table service is defined as the offering of further drinks service (away from the bar area) to customers, where drinks are prepared to order and subsequently delivered to the customer by a server

1.6 We recognise that the mobile service of shooter drinks, for example the use of tequila belts, could be considered part of a binge drinking mentality. However, when used responsibly these add a fun element to events appreciated by the majority of customers. The following measures apply to this specific type of service:

a) Staff briefed to preclude those who have already consumed enough alcohol

- b) Activity not to be undertaken after 1am
- c) Service limited to a single measure
- d) There will be no competition elements that involve volume or speed drinking incentives
- e) Staff and customers will be banned from dispensing alcohol straight into the mouth of another person e.g. a “dentist’s chair”

Note: Mobile service is defined as the offering of a specific promoted drink brand away from the bar area, dispensed immediately by the server

1.7 We will refuse service of alcoholic products to those who we suspect to have already drunk too much, and either ask them to leave the premises or encourage them to have a soft drink or water as appropriate, as stipulated under the Licensing Act

1.8 Free drinking water is available in all our bars during opening hours

Alcohol Promotions Policy:

1.9 All promotional activity will comply with the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks (4th edition), and therefore should not in any direct or indirect way:

- a) Have the alcoholic strength, relatively high alcohol content, or the intoxicating effect, as a dominant theme;
- b) Suggest any association with bravado, or with violent, aggressive, dangerous or anti-social behaviour;
- c) Suggest any association with, acceptance of, or allusion to, illicit drugs;
- d) Suggest that consumption of the drink can lead to social success or popularity;
- e) Encourage illegal, irresponsible or immoderate consumption, such as drink-driving, binge-drinking, or drunkenness;
- f) Urge the consumer to drink rapidly or to “down” a product in one;
- g) Have a particular appeal to under-18s;
- h) Incorporate images of people who are, or look as if they are, under twenty-five years of age, unless there is no suggestion that they have just consumed, are consuming or are about to consume alcohol;
- i) Suggest that the product can enhance mental or physical capabilities.

1.10 In line with the BBPA (British Bar and Pub Association) Social Responsibility Standards; promotions or promotional materials will not:

- a) Condone, encourage or glamorise excessive drinking or drunkenness or encourage anti-social behaviour. Effects of intoxication should not be referred to in any favourable manner.
- b) Be linked to sexual imagery implying sexual success or prowess;
- c) Refer to consuming alcohol to recover from previous over-indulgence;
- d) Be disrespectful of contemporary, prevailing standards of taste and decency, and avoid degrading or gratuitously offensive images, symbols, figures and innuendoes. Promotional material should not be demeaning to any gender, race, religion, age or minority group.
- e) Appeal, through images / symbols, primarily to those under the legal purchase age. Characters should only be used if it is clearly established that their primary appeal is to adults. Use of any cartoon character popular with children is unacceptable.
- f) Contain any direct or indirect references to drug culture or illegal drugs.
- g) Have any association with violence or anti-social behaviour.

1.11 In addition, we will avoid;

- a) Any promotional activity which implies drinks being 'downed in one' or which incentivises speed drinking
- b) Promotions that involve drinking games
- c) All inclusive promotions – including large quantities of, or all drinks, in the admission fee
- d) Promotional activity which includes cars in any way, including cars as prizes
- e) Links with any tobacco related products in (drinks) promotions e.g. match boxes, cigarette lighters, ashtrays etc. (Note: we will provide for use but not as part of a drinks promotion)
- f) Activity which presents alcohol abstinence, or choosing soft drink alternatives in a negative light
- g) Sampling activity involving staff under the age of 18
- h) Sampling activity which offers more than 1.5 units of alcohol per person

1.12 Examples of good promotions include:

- a) The inclusion of responsible drinking messages and alcohol units where appropriate
- b) Promotions that are run over periods of time to ensure prizes such as drinks vouchers can be redeemed later, not just on the day they are won
- c) All promotional activity will incorporate a soft drinks offer
- d) Any time-limited promotion should be for 2 hours or longer

Sports Initiations: Please see Appendix 2

Minimum Tariff Policy:

1.13 Bars:

- Draught beer/lager/cider £1 per pint, 50p per half
- Spirits (25ml) £1
- Wine (175ml) £2, (Bottle) £7
- Bottled lager, cider, alcopops £1.50

1.14 Shops:

Where a product is not price marked e.g. 8 cans for £5, the minimum price will be set by a gross profit of not less than 10%

Consumer Safe Drinking:

1.15 Our main consumers are students. It is our view that they are adults, and we are not here to dictate or control their actions or choices. We also recognise that there are plenty of alternatives to the Student Union as a venue. Our general policy is one of awareness and education. We do not wish to “preach” or take a “moral high ground”. We do aim to use our knowledge of how to market effectively to students, to get key messages across regarding their safety and well-being, by providing relevant and timely information and reminders.

1.16 Drink Spiking Issues

a) We have “Spikeys” available on request, free of charge in Union venues.

b) Customers observed by staff inside, outside or leaving our premises are informally assessed. If their demeanour causes sufficient concern; that person will be treated initially as a casualty, be assessed further, and given appropriate assistance. This could include first aid, assistance getting home, or locating a friend to accompany them. Aggravating features to cause concern are people leaving alone, or when challenged, the casualty cannot positively identify a companion. Where we suspect someone’s drink may have been spiked we will also treat it as a criminal act, investigate further to gain evidence, and involve the emergency services.

1.17 Fresher's week

We are not naive to the point of thinking many of our students will not have drunk alcohol prior to coming to University. However, we need to recognise that it is the first time many of them won't have had to return home to face parents at the end of the night, and the freedom this gives can lead to a less responsible approach to their drinking behaviour. Consumer campaigns during this busy period, however, are generally low impact.

2. Health & Safety

Each Trading Service Department will have its own specific Standard Operating Procedures Manual; this section covers general Health & Safety procedures-

The Students Union is committed to the health and safety of all its staff, members and visitors on its premises. The responsibilities are further detailed in the Health and Safety Policy and further information can be sourced through the intranet; either on the S/Drive or UWESU H&S pages.

Fire

Fire exits must be checked prior to opening to ensure they are not blocked and the means of escape is clear. They should also be checked regularly throughout shift and obstructions cleared immediately. All staff must be trained in the role they will be expected to play in emergencies, congregation points etc.

Manual Handling

All staff should have received training on manual handling. It is expected that items will be stored correctly (positioned as per weight and frequency of use requirements), easily accessible, and that equipment will be provided to aid movement in the form of trolleys, trucks etc.

Slips and Trips

All spillages and breakages must be cleared immediately using appropriate equipment. Wet floor and hazard warning signs must be used where appropriate; with all staff being pro-active in spotting potential hazards in advance.

First Aid

There must always be one appointed person on duty, and the contents of the first aid box should be checked regularly. If the contents of the first aid box are used, an incident form should also be completed as there was an accident in the work place.

Chemicals

All cleaning products must be stored in their original correctly marked containers (never decant into other containers) and used according to the manufacturers' instructions. Staff must be trained in the correct usage of the chemical products in their area of employment.

Risk Assessments

Risk Assessments should be reviewed on an annual basis by the departmental manager and these should only be looking at significant risk. Risk assessment may either be task specific e.g. use of the BBQ, or generic e.g. manual handling, Welcome Weekend Event.

For many pieces of equipment a safe system of work is recommended which should include cleaning and emergency procedures.

Workplace and equipment

There should be a training sheet for each piece of equipment, and all equipment should be checked prior to use. Any faulty electrical equipment must be unplugged/switched off at wall, staff notified not to use, 'out of order sign' attached and reported to the line manager. All maintenance issues should be reported.

General

All rubbish must be placed into black sacks, tied and removed on a regular basis, to reduce the fire, manual handling and trip potential. Recyclable items to be placed in clear plastic sacks.

All accidents (staff and customer) must be reported via the incident forms.

The use of glass is to be kept to a minimum especially for evening events, as there is a risk of glass being used as a weapon. Trading services staff will be exposed to the potential of broken glass which should be disposed of in the appropriate receptacle. At the Frenchay campus glasses/glass bottles not to be used after 8pm, with bottles to be decanted into plastic glasses.

Detailed locking up procedures are kept in each departmental Standard Operating Procedures manual, providing site specific instructions.

Prior to Freshers Week, the Students' Union will approach the University to request additional temporary bins for the Freshers Week period to be located adjacent to the Frenchay bus stops, along with a member of staff to keep the area tidy, clear and free of glass.

3. The Prevention of Crime & Disorder

The prevention of crime and disorder is one of the four licensing objectives. In that context, many of the other sections of this alcohol policy aim to tackle issues relating to crime and disorder where there is a possible causal link to alcohol sales. The majority of specific crime and disorder issues are covered in our security procedures.

The security staff procedures manual includes information regarding our search policy, ejection procedures, door policy and drugs policy, amongst other information.

The CCTV Code of Practice (see Appendix 3) ensures that the Union's operation of the system complies with the Data Protection Act 1998. The system is intended to contribute to the provision of a safe and comfortable environment in the following ways:

- a. Reduce the fear of crime and offer reassurance to the public and staff members
- b. Facilitate the apprehension and prosecution of offenders
- c. Assist with the prevention and detection of crime, acts of terrorism and disorder committed inside the Union building
- d. Deal with any safety concerns

Shop Theft Policy

The UWESU policy towards theft is the same as that of the Police or any security organisation, namely that:

- a) The primary object is the prevention of crime and secondary object that of detection and punishment if a crime is committed.
- b) Vigilance and courtesy on the part of staff will often result in the recovery of stock which otherwise might have been stolen. As in the case of the police, action to be taken depends on the circumstances.
- c) If there is any doubt at all about the incident, a recovery in the shop is always the desired outcome.
- d) Police assistance should be sought only when there is sufficient evidence to justify stopping the suspected thief.

Lost Property

Customer's personal property

The UWESU does not accept responsibility for the loss of personal belongings sustained by customers while on our premises.

All staff must be made aware that they should not interfere in any way with customers belongings. They should not offer to "mind" or "keep an eye on them" or in any way accept responsibility for customers belongings.

All lost property to be placed in Managers office. Manager to arrange for the property to be sent to the University lost property office during working hours (Mon-Fri, 9.30am-4.30 pm). Take a description of the property and ask for a signature from staff on duty in the lost property office. Property is to be kept securely, if high value i.e. wallet / purse, Passport, mobile phone, keep in the Managers safe.

Staff Personal Property

UWESU does not accept responsibility for the loss of personal belongings sustained by members of staff while on our premises. Personal property is to be kept in the designated area for the particular bar.

Noise Control

See Dispersal Section of this policy

4. Community Engagement

Community Engagement is about shared priorities, regular contact, and constructive communication with local community stakeholders. It is about having respect for the opinions and views of others. We believe the Union is a great asset to the local community as it promotes students' involvement in the community in a number of positive ways. Community Engagement is also about ensuring we work effectively with local police and local councils.

The key principles behind good Community Engagement are:

a) Create shared priorities

Effective partnership working is key to any successful outcomes, so developing a set of shared principles or priorities is extremely important. Having good collaborative working arrangements helps to engage with the local residential community.

b) Develop and maintain channels of regular communication

Good communication is about working efficiently to common ends, and helping to build trust and respect for all sectors. It leads to information sharing and the building up of knowledge for all participants.

We undertake activity in each of these principle areas as detailed below.

Community Involvement:

Trading Services Manager - Regular meetings with South Gloucestershire Council Licensing and UWE campus police officer

Licensed Trade Manager Glenside/St Matthias - Regular meetings with local residents

Large Scale Events - All local residents receive advanced notification of any large scale events carried out

Trade Representation:

The Union is a member of NUS Services Ltd

Best Bar None:

We were pleased to be awarded “Best Bar None” bronze award in 2009/10; an initiative pioneered by Greater Manchester Police as part of its “City Safe” programme and adopted as best practice by the Home Office. The scheme has been adopted by Student Unions nationally.

The scheme is not targeted at assessing a bar for its service of food and drink and its quality of product. Instead the objectives are more rooted in ensuring the customer experience is a safe and responsible one whilst still being enjoyable, and the outlet has a responsible attitude and sound measures with regard to crime prevention. Judged independently, the scheme is a measure of performance against four licensing objectives:

1. Prevention of Crime and Disorder
2. Public Safety
3. Prevention of Public Nuisance
4. Protection of Children from Harm

Litter / Waste Control

The Union in partnership with UWE takes a pro-active approach to removing litter generated by our activities in the immediate vicinity. This includes daily early morning cleaning of the perimeter of our premises, and during-service cleaning.

Noise Breakout

Noise breakout is considered in three main areas as detailed below. There is arguably a fourth area of customer noise, primarily when leaving or after leaving our premises. This fourth noise issue is considered in our community engagement section.

Music from our outlets – We have no identified problem with noise breakout in the form of music from inside our outlets. Most of our buildings are of a solid brick or concrete construction, and in general include air conditioning systems that are acoustically sound. Where this is not the case, specific licensing conditions address the issue of noise.

External music e.g. garden areas. We do play recorded music in our garden areas on some occasions.

- During any event where outside music is a part, the duty manager or a nominee is tasked with physically checking that the sound level on neighbouring residential areas.

- Our current voluntary policy works well with regard to timings; work days where offices are in use are treated separately to weekends. See below.

Operational noise – This includes noise from emptying bottle skips, refuse collection, load outs from events, and deliveries. We have no identified problems in the area as a result of our isolated location.

Voluntary Noise Control Policy

The Union will only play live or recorded music outside and inside its venues in accordance with the venues premises license.

In addition to this the Union may hold up to 4 outdoor events per year in Car park 10 between the hours of 18:00 and 00:00.

The Union's voluntary policy restricts these times further. In respect of our neighbours in academic faculties and university departments, amplified music will not be played earlier than 17:00 on any day of the working week without prior consultation.

5. Dispersal

Where any outlet or event involves the sale of alcohol, either as the primary purpose, or in the case of entertainment venues as a secondary service; the sale of alcohol should normally cease 30 minutes prior to the closure of the outlet (but not necessarily the termination of the event).

Background music and lighting levels should be used to aid a gradual dispersal. The best way to achieve this in terms of timings will need to be assessed for each event dependant on the nature of the event.

In the case of a student disco event, having no music or very low level music and higher lighting levels for the “drinking up time” aids dispersal.

Information about local taxis and public transport is available in the Union bars. As per Best Bar None recommendations, staff can aid customers in arranging taxis.

Customer Noise

Customer noise is noise resulting from those who are entering or leaving our outlets, typically referred to as boisterous behaviour e.g. shouting or singing, but can also be as simple as people talking loudly on their mobiles as they walk home in the early hours.

We have no direct control over this noise; however we recognise we can play a part in the reduction of any inconvenience to the community resulting from this type of noise. We can possibly have an influence over the customers in our venues, but also in terms of good neighbourly behaviour; we can educate students who use our venues with a benefit in general when not using our venues. Methods we use include induction talks, letters to halls of residence, notices and staff/security training

6. Communication

Useful links:

The UWE Students Union website – <http://uwesu.org/>

The University press office - <http://info.uwe.ac.uk/news/>

Information about the effects of alcohol - <http://www.drinkaware.co.uk/>

Appendices

Appendix 1 – UWESU Safe Space Policy

Appendix 2 – Sports Initiation Procedure

Appendix 3 – CCTV Code of Practice



SAFE SPACE POLICY

THE MEMBERS OF UWESU ARE COMMITTED TO EQUALITY AND DIVERSITY AND WE WILL NOT TOLERATE LANGUAGE OR BEHAVIOUR THAT IS RACIST, SEXIST, HOMOPHOBIC, OR THAT COULD CAUSE OFFENCE TO A STUDENT WITH A DISABILITY.

UWESU THEREFORE OPERATES A

'SAFE SPACE POLICY'.

PLEASE SUPPORT US TO PROVIDE AN ENVIRONMENT IN WHICH ALL STUDENTS CAN ENJOY A POSITIVE EXPERIENCE.

CONTRAVENTION OF THE *'SAFE SPACE POLICY'* WILL RESULT IN DISCIPLINARY ACTION.

Appendix 2

Sports and Activities Alcohol and Initiations Policy

Members of UWESU Sports and Activities **will not** apply peer pressure upon other individuals in social situations or otherwise:

Members of UWESU Sports and Activities **will not** carry out initiation and/or traditional* ceremonies unless it adheres in full to policy.

Members of UWESU Sports and Activities **will not** consume alcohol in minibuses, coaches, cars etc and will abide by all transport policies set by either UWESU and/or DVLA legislation.

***Definition:** An initiation and/or traditional ceremony is an event in which members (often new members) of the club are expected to perform any activity as a means of gaining credibility, status or entry into that club. This peer pressure is normally (though not explicitly) exerted on first year students or members new to that particular club and may involve the consumption of alcohol, eating concoctions of various foods stuffs, nudity and any behaviour that may be deemed humiliating.

All clubs that are proposing to hold any form of initiation must inform the UWESU Sports and Activities Centre of the date and venue of their proposed initiation. A detailed plan of the event **must** be submitted to the UWESU Sports and Activities Centre **10 working days prior to the event**. A meeting will take place between the UWESU Sports and Activities staff and the respective committee in order to be approved. The event shall not go ahead without the prior UWESU Sports and Activities staff approval.

Drinking/Initiations:

- Drinking/Initiations are opt-in only and shall have no bearing on any team/squad selection
- A non-alcoholic alternative **must** be provided throughout
- Members of UWESU Sports and Activities **will not** apply what may be perceived as peer pressure upon individuals in **any** social situation this extends to any 'tradition' within the club
- Organising committees/individuals will be asked to sign this agreement, though all participating parties shall be liable to the sanctions imposed

Breaches of this policy may result in a disciplinary hearing, carried out by the UWESU Disciplinary Panel. The Disciplinary Panel will be made up of a total of staff and Officers from UWESU and the University where applicable.

Any breach of the procedure will result in one or more of the following:

- Removal of individuals from BUCS Competition
- Removal of teams from BUCS Competition
- Expulsion from UWESU Sports and Activities
- Removal of Clubs from BUCS Competition
- Expulsion from UWESU
- Disciplinary Proceedings by the University

If any incidents occur at the end of a season, the sanctions may be levied for the following year.

I, the undersigned agree to behave in accordance with this alcohol policy whilst representing UWESU and the University on and off the field of play and competition.

In signing this document I agree to behave in accordance with the UWESU Sports and Activities Code of Practice, Policies and procedures and club constitution and operating procedures. I also understand that I have a responsibility to report to UWESU Sports and Activities staff any activities that break this code.

As a co-ordinator I understand that it is my responsibility to communicate the policy and the sanctions to all individuals present.

Signed: _____

Name: _____

Date: _____

Club: _____



UWESU CCTV Code of Practice

1. Introduction

The aim of this code of practice is to ensure that the closed circuit television system of the University of the West of England Students Union, Bristol stands up to scrutiny and is accountable to the very people they aim to protect.

2. Definitions

For the purpose of the code of practice the following definitions will apply:

2.1 UWESU

The University of the West of England Students Union, Bristol.

2.2 CCTV

Closed Circuit Television System

2.3 Security

UWESU-employed door supervisors (Security Industry Authority licensed)

2.4 Data Controller

The University of the West of England Students Union, Bristol

3. Scope

This code of practice is binding on all employees and students of the University of the West of England, Bristol, all employees of contracted out services and applies to all other persons who may and for whatever reason be present on the University of the West of England property.

4. Ownership and Operation

The CCTV system is operated by the Licensed Trade Managers and permanent Venue Supervisors of the UWESU Trading Services Department whose personnel are employed directly by UWESU, Bristol. The CCTV system, all recorded material and copyright is owned by the University of the West of England, Bristol

5. Principles

The following principles will govern the operation of the CCTV system.

5.1 The CCTV system will be operated fairly and lawfully and only for the purposes authorised by UWESU, Bristol.

5.2 The CCTV system will be operated with due regard for privacy of the individual.

6. Purpose of the CCTV System

The system is intended to provide an increased level of security in the licensed trade environment.

The CCTV system will be used to respond to the following key objectives, which will be subject to annual assessment:

- To detect, prevent or reduce the incidence of crime,
- To prevent and respond effectively to all forms of harassment and public disorder,
- To create a safer community,
- To gather evidence by a fair and accountable method,
- To provide emergency services assistance,
- To assist with health & safety.

As community confidence in the system is essential, all cameras will be operational. An appropriate maintenance program will be established.

6.1 System details

The CCTV system consists of CCTV cameras situated in the Frenchay and Glenside campus bars and the Frenchay shop, which continuously record activities in those areas. The control rooms are situated in private offices, only accessible by a limited number of UWESU employees.

7. Data Protection Act 1998

The eight principles of the Data Protection Act 1998 will be adhered to and any future changes of legislation will be taken into account.

- Obtain and process personal data fairly and lawfully
- Obtain, hold and use data only for the purposes specified
- Use the data only for the purpose, and disclose only to the people, shown within these policies and procedure
- Only hold data which is adequate, relevant and not excessive in relation to the purpose for which the data is held
- Ensure personal data is accurate and, where necessary, kept up to date
- Hold data for no longer than is necessary
- Personal data will be processed in accordance with the rights of data subjects under the Data Protection Act 1998

Take security measures to prevent unauthorised or accidental access to, alteration, disclosure, or loss and destruction of information

8. Access to Information

Processing and monitoring of the CCTV data will be strictly in accordance with the terms and conditions of the Freedom of Information Act 2000 and the Data Protection Act 1998. Any request for disclosure of information must be made to the UWESU Trading Services Manager. Access to the monitoring and recording facility will be prohibited except for lawful, proper and sufficient reasons (e.g. official visits from law enforcement or inspection agencies, security staff and senior management and cleaning staff) and only then with the personal authority (verbal or written) of the Licensed Trade Manager/Retail Manager or deputy.

Any other personnel admitted to the control room, such as cleaning staff or engineers effecting repairs must be authorised by the Licensed Trade Manager/Retail Manager or deputy (verbally or written) and must be supervised at all times whilst they are in the control room.

8.1 Primary request to view data

Primary requests (i.e. those from law enforcement agencies) to view data generated by the CCTV system are likely to be made by third parties for any one or more of the following purposes:

- Providing evidence in criminal proceedings (Police and Criminal Evidence Act 1984, Criminal Procedures & Investigations Act 1996),
- Providing evidence for civil proceedings or tribunals,
- The investigation and detection of crime,
- Identification of witnesses.

8.2 Third parties

Third parties which should be required to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:

- Police,
- Statutory authorities with powers to prosecute,
- Solicitors,
- Plaintiffs in civil proceedings,
- Accused persons or defendants in criminal proceedings.

Upon receipt of a bona fide request to verify the existence of relevant data the UWESU Trading Services Manager will contact the Licensed Trade Manager/Retail Manager or deputy who will ensure:

- No undue obstruction of any third party investigation to verify existence of data,
- The retention of data which may be relevant to a request,
- That there is no connection with any existing data held by the police in connection with the same investigation.

9. Public Information

A copy of this code of practice will be made available to anyone requesting it.

10. Signage

Signs will be placed in the locality of the cameras. The signs will indicate:

The presence of monitoring and recording,
The ownership of the system,
Contact telephone number.

11. Complaints

Any use of the CCTV system or materials produced which is outside the code and is inconsistent with the objectives of the system will be considered gross misconduct.

Misuse of the system will not be tolerated; continuing public support is vital. Any person found operating outside these codes without good and reasonable cause will be dealt with under the University disciplinary system. If any breach constitutes an offence under criminal or civil law then court proceedings may be taken.

Where appropriate the Police will be asked to investigate any matter recorded by the CCTV system which is deemed to be of a criminal nature.

12. Major incidents

In the event of a major incident arising, such as serious public disorder, bomb threats/explosions or serious fires, the police will be given authority to supervise the CCTV control room. Such authority will be given by the Licensed Trade Manager/Retail Manager or deputy verbally or in writing.