



CLOSED CIRCUIT TV POLICY (CCTV)

Document history

Date	Description [i.e draft, consultation with staff, approval by Governors, review due]
16 th April 2018	Consultation with staff
2 nd May 2018	Approved by governors
1 st February 2021	Approved by governors



CCTV Policy

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1. Introduction

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school. The system comprises a number of static cameras located around the school site, monitoring the exterior of the premises. The system does not have sound recording capability. All cameras can be monitored from the school office and are only available to designated staff – office staff and members of the Senior Leadership Team.

This policy complies with the General Data Protection Regulation.

The CCTV system is owned by the school which is the data controller with regards to all images recorded. CCTV use is recorded in the school's entry as a data controller in the Information Commissioner's Office Data Protection Register, which may be accessed at ico.gov.uk.

2. Objectives of the CCTV system

The system has been installed:

- To monitor and control access to the school site.
- To deter unauthorized access to the school.

- To deter the theft and vandalism of school property.
- To deter the theft and vandalism of staff property whilst on site.
- To record suitable images to support any Police investigations in a bid to deter and detect crime.
- To record suitable images to support any insurance claim relating to incidents occurring on the school site.
- To facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
- To protect members of the public and private property

The system will not be used:

- To record sound.
- To provide recorded images for the world-wide-web.
- To carry out any function other than those specifically listed above.

3. Statement of intent

The CCTV system will seek to comply with the requirements of the General Data Protection Regulation, the Data Protection Act and the Surveillance Camera Code of Practice.

The school will treat the system and all information, documents and recordings obtained and used, as data which are protected by the Data Protection legislation.

The system installed is compliant with the General Data Protection Regulation, Human Rights Act and Regulatory Investigation Powers Act.

Cameras will be used to monitor the building exterior and its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and wellbeing of the school and its staff, students and visitors. The cameras are also used to control visitor access through the school gates.

Cameras are focused on the school buildings and around entrances/exits.

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

4. Operation of the system

The adherence to this policy will be managed by the Headteacher or her/his nominee in accordance with the Surveillance Code of Practice.

The day-to-day management will be the responsibility of the Senior Leadership Team.

The CCTV images can only be accessed by the Senior Leadership Team and the office staff.

The CCTV system operates 24 hours each day, every day of the year, with images recorded whenever a motion sensor is triggered.

The system retains images for a half-term so that past events can be investigated. Footage is progressively overwritten so that no data is retained for longer than is necessary.

5. Access to and disclosure of images to third parties

Images secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD/USB drive will only be used for the investigation of a specific crime or incident by the police. Both the recording file and player software will be provided. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

If an individual requires data to establish, exercise or defend their legal rights regarding an incident on the school premises in which the police are not involved, their solicitor or insurance company must request this in writing from the school detailing the information required and the purpose for which it is needed.

Any release of recordings to authorized individuals must be logged in the CCTV register. The disk or USB storage device containing the recording must be marked with a unique serial number. A receipt must be completed detailing the date and time recorded, the incident recorded, the number of the sealed bag used, the location of the master copy (if required), the case reference number, who is receiving the recording and the operator who produced the recording. Both the operator and the person receiving the recording should sign the receipt. One copy of the receipt will remain with the recording that is taken off site and another copy to remain in school. The original recording file should be retained by the school for as long as is deemed necessary. When recordings are required, the original file must be supplied with a copy of the backup player software, so that the recording can be viewed.

6. Breaches of Policy

Any breach of policy by school staff will be initially investigated by the Headteacher, in order for her/him to take the appropriate disciplinary action. Any loss or unauthorized access to CCTV systems or footage should be managed in accordance with the school Data Security Breach Incident Management Policy.

7. Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with the school Complaints Policy.

8. Access by the Data Subject

The data protection legislation provides data subjects with a right to data held about themselves, including that data obtained by CCTV. Requests for Data Subject Access should be made to the Headteacher. Due to the privacy rights of others recorded in the footage and the tamper proof nature of the footage

recorded, any such requests must be for an individual image recorded in a specific location at a specific time, which will necessarily have to have all other identifiable individuals removed.