

The Deanery

Church of England High School and Sixth Form College



CCTV POLICY

JANUARY 2018

The purpose of this policy is to regulate the management, operation and use of the closed circuit television system. The system comprises a number of fixed and dome cameras located around the school and external site. All cameras are monitored from a central programme and are only available to senior and key pastoral staff.

The policy follows Data Protection Act guidelines and will be subject to review annually to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

Objectives of the CCTV system:

- To protect the school buildings and their assets
- To increase personal safety
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To assist in managing the school
- To assist in investigations regarding behaviour and pupil activity

Statement of intent

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's 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 Act.

Cameras will be used to monitor activities within the school, 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 well-being of the school and its users.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will be shared with Police only. Upon parental request, specific images of their own child will be shared to support and investigation, providing such evidence is available.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

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.

Operation of the system

The scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code. The day-to-day management will be the responsibility of both the Senior Leadership Team (SLT), key nominated pastoral staff and the premises team during the day and the premises team out of hours and at weekends.

The CCTV programme will only be staffed by SLT, key nominated pastoral staff and the premises team.

The CCTV system will be operated 24 hours each day, every day of the year.

Control of CCTV software, hardware and recordings

The ICT support team will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.

If out of hours emergency maintenance arises, the ICT support team must be satisfied of the identity and purpose of contractors before allowing entry to the CCTV system.

CCTV systems are available only to access and review by SLT, key nominated pastoral staff and the premises/ ICT support team; external reviewers and CCTV maintenance support will only be

conducted in the presence of one of these key members of staff. Other administrative functions including maintaining recordings and hard disc space, filing and maintaining occurrence and system maintenance logs will be supervised by the school's ICT support team

Monitoring procedures

Camera surveillance may be maintained at all times. Pictures will be continuously recorded and kept for a limited time unless specific images are downloaded pending an investigation. If images are downloaded pending an investigation, these will be securely stored.

If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

Sharing of images

Recordings may be viewed by the police for the prevention and detection of crime and authorised officers of the Council. A record will be maintained of the release of recordings to the police or other authorised applicants. A register will be available for this purpose.

Viewing of recordings by the police must be recorded in writing and in the log book. Requests by the police can only be actioned under section 29 of the Data Protection Act 1998.

Should a recording be required as evidence, a copy may be released to the police. Recordings will only be released to the police on the clear understanding that the recording remains the property of the school, and both the recording and information contained on it are to be treated in accordance with this code. The school also retains the right to refuse permission for the police to pass to any other person the recording or any part of the information contained thereon. On occasions when a Court requires the release of an original recording, this will be produced if available.

The police may require the school to retain downloaded digital images for possible use as evidence in the future. Such discs will be properly indexed and properly and securely stored until they are needed by the police.

Applications received from outside bodies to view or release recordings will be referred to the Headteacher. In these circumstances images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a court order. A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.

Breaches of the code (including breaches of security)

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, or her Designated Investigating Officer.

Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

Complaints

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

Access by the data subject

The Data Protection Act provides data subjects (individuals to whom 'personal data' relate) with a right to data held about themselves, including those obtained by CCTV. Requests for data subject access should be made by applying in writing to the Headteacher.

Summary of Key Points

- This Code of Practice will be reviewed annually.
- The CCTV system is owned and operated by the school.
- The CCTV hardware and software is not open to visitors except by prior arrangement, good reason & under supervision.
- Liaison meetings may be held with the police and other bodies.
- Images will be properly indexed, stored and destroyed after appropriate use.
- Recordings may only be viewed by authorised school staff, ICT & premises teams and the police.
- Recordings required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Recordings will not be made available to the media for commercial or entertainment.
- Any breaches of this code will be investigated by the Headteacher. An independent investigation will be carried out for serious breaches.
- Breaches of the code and remedies will be reported to the Headteacher