



## CCTV Policy

**Approved**

February 2017

**Review Date**

February 2018

## **1. Introduction**

The purpose of this Policy is to regulate the review, management, operation and use of closed circuit television (CCTV) at Old Buckenham High School. CCTV is in use to:

- Increase personal safety of students, staff and visitors and reduce the fear of crime
- Monitor and minimise unauthorised and inappropriate vehicle access
- Assist in managing the school, including the management of safe behaviour on school transport.
- Protect the school buildings and their assets
- Support the Police in a bid to deter and detect crime
- Assist in identifying, apprehending and prosecuting offenders
- Protect members of the public and private property.

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

## **2. The System**

The CCTV system is owned by the school and comprises of a fixed camera system on some school buses and up to five fixed cameras located around the school. All cameras are monitored from the Site Team. The centralised system is only available to designated Site Team staff and members of the Senior Leadership Team or their authorised nominee/s.

## **3. Statement of Intent**

- 3.1 The CCTV Scheme will be registered annually by the IT Manager with the Information Commissioner under the terms of the Data Protection Act 1998 and will endeavour to comply with the requirements both of the Data Protection Act and the Commissioner's Code of practice.
- 3.2 The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- 3.3 Cameras will be used to monitor activities within the school and its play, car park and on school transport for the purpose of securing the safety and well-being of the students, staff and visitors and to identify criminal activity actually occurring, anticipated or perceived.
- 3.4 Staff have been instructed that static cameras are not to focus on private homes, gardens or other areas of private property.
- 3.5 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CD images/disks will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. CD images/disks will never be released to the media for purposes of entertainment.
- 3.6 Planning design and installation 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.
- 3.7 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 including entrance gates, car parks and school buses.

#### **4. Operation of the System**

- 4.1 The Scheme will be administered and managed by the Headteacher's nominee, in accordance with the principles and objectives expressed in the code.
- 4.2 The day to day management will be the responsibility of both the Senior Leadership Team (SLT) and the Site Manager during the day and Site Team out of hours and at weekends.
- 4.3 The CCTV information will only be accessed by SLT members or their authorised nominee or the Site team.
- 4.4 The CCTV system will be operated 24 hours each day, every day of the year.

#### **5. System Equipment & Control**

- 5.1 The Site Manager or his nominee will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.
- 5.2 Access to the CCTV equipment will be strictly limited to the SLT, their nominee and the Site Team.
- 5.3 Unless an immediate response to events is required, staff will not direct cameras at an individual or a specific group of individuals.
- 5.4 The system may generate a certain amount of interest. It is vital that operations are managed with the minimum of disruption. Casual visits to view information will not be permitted. Visitors must first obtain permission from the SLT or Site Manager or his assistant and must be accompanied throughout the visit.

#### **6. Liaison**

Liaison meetings may be held with all bodies involved in the support of the system e.g. Police.

#### **7. Monitoring Procedures**

- 7.1 Camera surveillance will be maintained at all times.
- 7.2 The Site Team office computer has software installed to enable access to and monitoring of CCTV pictures. Images are continuously recorded and stored on the school computer.
- 7.3 The Headteacher, SLT and IT Manager have software access from their PCs to review and investigate incidents as necessary.
- 7.4 Any Covert Surveillance or use of a Covert Human Intelligence Source being considered or planned as part of an operation must comply with school policies and procedures and must be authorised by the Headteacher.

## **8. Image Storage Procedures**

- 8.1 The images are stored on a school CCTV Network Video Recorder, monitored in the Site Team Office, and retained for a period of 10 days after which they are automatically overwritten. If images are required for evidential purposes, the following procedures for their access use and retention will be strictly adhered to:
  - 8.1.1 The images required will be transferred to a disk which will be placed in a sealed envelope, witnessed, signed by the Site Team Manager or assistant, dated and stored in a separate and secure safe, in the main administrative office, until collected.
  - 8.1.2 Each disk will be identified by a unique reference number.
  - 8.1.3 The disk used will be new or cleaned of any previous recording.
  - 8.1.4 If the disk is archived at a later date, the reference number will be noted.
  - 8.1.5 All disks made will be recorded in the CCTV log.
- 8.2 Disks may be viewed by the Police for the prevention and detection of crime, authorised officers of the Local Authority for supervisor purposes, authorised demonstration and training.
- 8.3 A record will be maintained in the CCTV Log of the release of disks to the Police or other authorised applicants.
- 8.4 Viewing of disks by the Police will 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.
- 8.5 Should a disk be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.1.1 of this Code. Disks will only be released to the Police on the clear understanding that the disk remains the property of the school, and both the disk 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 disk or any part of the information contained thereon. On occasions when a court requires the release of a disk copied from the CCTV system, this will be produced and kept secure and made available as required.
- 8.6 The Police may require the school to retain the stored disks for possible use as evidence in the future. Such disks will be properly indexed and properly and securely stored in the Main Office school safe until they are needed by the Police.
- 8.7 Applications received from outside bodies to view or release disks will be referred to the Headteacher. Requests from e.g. solicitors will normally be met 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.

## **9. Access by or on behalf of the Data Subject**

- 9.1 The Data Protection Act provides Data Subjects (individuals to whom 'personal data' relate and their parents, guardians or authorised carers) with a right to data held about themselves, including those obtained by CCTV.
- 9.2 A fee can be charged in such circumstances: £10 for subject access requests; a sum not exceeding the cost of materials in other cases.
- 9.3 Requests for Data Subject Access should be made to the Headteacher. In exceptional circumstances still images may be approved and commissioned by the Headteacher and may be provided as per 8.1.1 with the images of other students