



CCTV POLICY

Last Review:	Feb 2020
Committee:	SLT
Date Ratified:	6/06/2018
Next Review:	Feb 2023

Introduction

- 1.1 Oldfield School uses closed circuit television (CCTV) images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for students, staff and visitors, and to prevent the loss or damage to school property.
- 1.2 The system comprises a number of fixed cameras.
- 1.3 The system does not have sound recording capability.
- 1.4 The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team. Images are stored for three weeks on a school based server before being automatically wiped.
- 1.5 The CCTV is not continuously monitored. The images are only accessed by authorised personnel to investigate specific incidents.
- 1.6 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998, and in compliance with the General Data Protection Regulation 2018. The use of CCTV, and the associated images are covered by the Data Protection Act 1998, and the General Data Protection Regulation 2018. This guide outlines the school's use of CCTV and how it complies with all relevant legislation.
- 1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the school in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

2 Statement of Intent

2.1 The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

2.2 CCTV warning signs are positioned at the entrance to the schools and within reception. Signs include the purpose for using CCTV.

2.3 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.

3 Siting the Cameras

3.1 Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The School will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act and GDPR.

3.2 The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

3.3 CCTV will not be used in classrooms to monitor teaching. CCTV may be used in teaching areas or classrooms with expensive teaching equipment (e.g. IT suites) for the exclusive purpose of reducing incidents of vandalism or theft. CCTV will also be used in areas within school that have been identified by staff and students as not being easily monitored.

3.4 Members of staff should have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

5 Storage and Retention of CCTV images

5.1 Recorded data will not be retained for longer than is necessary. They will be routinely erased after three weeks (the retention schedule) While retained, the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

5.2 If images need to be downloaded and kept for longer as part of an investigation, a log will be kept by the Network Manager and images will be pixelated to protect those whose personal information (face, car reg is visible) apart from those of the suspect/suspects.

5.2 All retained data will be stored securely.

6 Access to CCTV images

6.1 Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available unless one of the staff who have permission to view asks another member of staff to look at the footage in order to identify a student. Other students/parents will not be shown. No images will ever be sent.

7 Subject Access Requests (SAR)

7.1 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act 2018.

7.2 All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

7.3 The school will respond to requests within a calendar month of receiving the written request.

7.5 The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

8 Access to and Disclosure of Images to Third Parties

8.1 There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators).

8.2 Requests should be made in writing to the Headteacher.

8.3 The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9 Complaints

9.1 Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

Appendix 1 – Authorised access of CCTV - Record of training

This document provides the documented evidence and audit trail of training for CCTV users. This form is to be completed on the day training takes place.

Date	
Trainer:	
Trainee:	
Statement: I hereby agree to be bound by the procedures outlined in the CCTV Policy.	