

# CCTV POLICY

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## Document Control

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<b>Author</b>	Simon Ward/Karl Murfitt
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September 2020	S,Ward	2018 – CCTV	Additional guidance related to siting of cameras, storage, access and complaints

## Document Approvals

This document requires the following approvals:

<b>Approval Sought From</b>	<b>Name</b>	<b>Date</b>

## Document Distribution

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## 1. INTRODUCTION

The purpose of this Policy is to regulate the review, management, operation, and use, of closed circuit television (CCTV) at Falinge Park 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
  - 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
- 1.2 The system comprises of a number of fixed dome cameras.
- 1.3 The system does not have sound recording capability. (Externals do but these are switched off in settings.)
- 1.4 The CCTV system part of the electronic infrastructure of the building developed by Capita and Carillon but is operated by the school and the deployment of which is determined by the school's leadership team.
- 1.5 The CCTV is accessible only by certain key staff with responsibility for security or behaviour.
- 1.6 The changes CCTV monitoring will be subject to consultation with staff and the school community.
- 1.7 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.
- 1.8 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 data controller 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 and sound.
- 1.9 The data controller, Mrs L Ripley (DPO), in conjunction with the Headteacher Miss J Allen has responsibility for the control of images and deciding how the CCTV system is used. The School has notified the Information Commissioner's Office of both the name of the data controller and the purpose for which the images are used.

## 2. DATA PROTECTION ACT AND CCTV STANDARDS

Falinge Park High School has chosen to use CCTV (Closed circuit television) in various areas across the school including all external entrances and identified areas within the building. The Data Protection Legislation including GDPR, and Regulation of Investigatory Powers Act 2000 (RIPA) and CCTV Code of Practice issued by the Information Commissioner explains how CCTV systems should be used, so that schools and individuals can enjoy security and safety whilst ensuring that individual rights are upheld. Falinge Park High School complies with the Code and adopts good standards of practice which helps towards realising this objective.

CCTV may also be mentioned within and through other legal frameworks.

Key staff (see Appendix 1) will be provided with the necessary induction in the use of the school CCTV systems and only those members of staff have access to the recordings within the system. This will include members of the senior, pastoral and technical teams plus site staff. For the purposes of this policy any such named staff will be deemed to be acting on behalf of the Headteacher.

The school has undertaken the following checklist, which will be reviewed bi-annually to ensure that the CCTV system remains within the law and that images can be used for crime prevention.

- The school has specified that the CCTV cameras have been installed for the safeguarding of staff and students and for detection and prevention of vandalism across the school estate.
- Signage is found in prominent positions in all areas where CCTV cameras operate to inform staff, students and the general public that they are entering an area where their images are being recorded either as still or video footage.
- The school retains the right to be the data controller for all footage recorded through the use of its CCTV cameras.
- The equipment is sited so that it only monitors those spaces that are intended to be covered by the equipment.
- All operators (staff who operate and monitor CCTV) are aware of the purposes for which the scheme has been established.

### **3. CODE OF PRACTICE**

- The **Behavioural** CCTV system is owned and operated by the school for the review of behaviour incidents
- The **Security** CCTV system is owned and operated by Engie Facilities Management
- Operators are aware that they are only able to use the equipment in order to achieve the purposes for which it has been installed i.e. safeguarding and the prevention and monitoring of vandalism.
- The images are stored on a secure server and the retention period is 30 days.
- The footage may only be viewed by authorised members of staff as listed in the appendix.
- Images required as evidence will be removed from the server and stored in a secure location.

#### **3.1 BREACHES OF THE CODE**

- Any breach of the Code of Practice by the school will be initially investigated by the Headteacher or nominee, in order for them to take the appropriate disciplinary action.

**The following Dos and Don'ts are as advised as part of the Data Protection Legislation and must be adhered to by all named staff.**

#### **Do**

- Assess the appropriateness of and reasons for, using CCTV.
- Ensure that all relevant information is obtained prior to CCTV investigation so that the most relevant sections of CCTV are scrutinised.
- Undertake regular reviews of both the use of the CCTV system and the procedures to ensure compliance with the law.
- Be aware that film / images are not kept for longer than 30 days but may be stored in a more secure location during the period of an investigation.
- Process (working with, using, passing on data) images in a lawful manner and only to relevant parties.

## **Don't**

- Film areas that could amount to an infringement of personal privacy.
- Use CCTV footage for any other purpose other than what it was originally used for e.g. Prevention and detection of a crime.
- Use covertly (i.e. where it is calculated to ensure that the persons are unaware) monitoring without seeking legal advice.
- Use inadequate equipment. Blurred or indistinct images could constitute as inadequate data, whilst poorly maintained equipment may not provide legally sound evidence.
- Disclose data to third parties, unless it is lawful to do so.
- Systematically monitor people by use of CCTV

## **4. SITING THE CAMERAS**

- 4.1 Cameras are sited so they only capture images relevant to the purposes for which they are installed and care is 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.
- 4.2 The school makes every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.
- 4.3 CCTV is not used in standard classrooms.
- 4.4 The siting of cameras will not be used in areas which are reasonably expected to be private, for example toilets cubicles themselves however the sink area outside the cubicles within the toilets will be covered.
- 4.5 There will be a termly audit request to consider areas/locations of the school which are deemed "blind spots" and therefore need to be considered for the siting of a camera.
- 4.6 All fire alarm buttons will be covered by a CCTV camera to prevent malicious activation of the fire alarm.
- 4.7 Members of staff have access to details of where CCTV cameras are situated. This information is held by Lisa Ripley and Engie.

## **5. STORAGE AND RETENTION OF CCTV IMAGES**

- 5.1 Recorded data will not be retained for longer than is necessary. 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 All retained data will be stored securely. The guidance is currently 30 days retention, for global capture on the system. Although there is no fixed maximum time limit. The school therefore reserves the right to adjust this period in order to meet its needs.
- 5.3 Incidents, which the school deems to be of an important nature will be exported to a secure area for long term archiving within Google Drive. Any issue which may require the school to produce CCTV evidence in future years will be saved indefinitely. In all cases where serious injury or potential litigation evidence has been captured, clips will be exported to the secure CCTV folder in the school network. Protocol for naming these files may evolve over time but as a minimum must contain the date and name of the person the footage relates to.

## **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.
- 6.2 This is limited to members of SLT, Pastoral Directors, HOYs, L Ripley, A Baron (Audio visual technician) and the Director of Resources. A full list of staff can be found in Appendix 1.
- 6.3 Access to site security external cameras is granted to Engie for the purpose of security. For access to the footage from these cameras if not available through the internal camera system a request to Engie may need to be made. This will need to be requested through the Director of Resources and in their absence L Ripley following permission from SLT.

## **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.
- 7.2 All requests should be made in writing to the data controller. 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 40 calendar days of receiving the written request and fee.
- 7.4 As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data. The school will attempt to conceal the identity of others within the image however If this is not possible, disclosure is unlikely. Refusal to disclose images may be appropriate where its release is:
  - Likely to cause substantial and unwarranted damage to an individual.
  - To prevent automated decisions from being taken in relation to an individual.
  - Likely to prejudice the legal rights of individuals or jeopardise an ongoing investigation.
  - This may occur when a large number of other individuals are in the image preventing anonymisation from easily taking place

## **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 for access should be made in writing to the data controller (L Ripley).
- 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. For example footage from CCTV will be used in investigations by the school however in most cases will not be shared with students or parents/guardians in normal circumstances due to issues related to safeguarding and data protection.
- 8.4 If the use of CCTV images form a significant and important part of the process of an exclusion or behaviour management meeting, there use during a this process can be agreed by the Headteacher Janice Allen and/or Louise Pottinger in advance of the meeting. Consideration for the other implications outlined within this policy must be made in the decision making process.

## **9. COMPLAINTS**

- 9.1 Complaints and enquiries about the operation of CCTV within the school should follow the Complaint process outline within the Complaints policy found on the website
- 9.2 If the issue remains unresolved, and the complainant considers that the school is not operating within the Code of Practice as issued by the Information Commissioners Office, they are advised to contact the Information Commissioners Office via [www.ico.gov.uk](http://www.ico.gov.uk)

## **FURTHER INFORMATION**

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office) • [www.ico.gov.uk](http://www.ico.gov.uk)
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998

## Appendix 1

### Key Staff and their purpose for access

Staff Name	Designation	Purpose
Miss J Allen	Headteacher	For the purpose of Safeguarding, behaviour management and the prevention of crime and vandalism
Mr S Ward	Deputy Headteacher	For the purpose of Safeguarding, behaviour management and the prevention of crime and vandalism
Mrs P O'Reily	Deputy Headteacher	For the purpose of Safeguarding, behaviour management and the prevention of crime and vandalism
Mrs L Pottinger	Assistant Headteacher	For the purpose of Safeguarding, behaviour management and the prevention of crime and vandalism
Miss E Clark	Director of Keystage 4	For the purpose of Safeguarding and behaviour management
Mr A Al-Moshin	Director of Keystage 3	For the purpose of Safeguarding and behaviour management
Mrs A Cummins	Head of Year	For the purpose of Safeguarding and behaviour management
Mrs N Hallas	Head of Year	For the purpose of Safeguarding and behaviour management
Mrs H Herdman	Head of Year	For the purpose of Safeguarding and behaviour management
Mrs J Sanderson	Head of Year	For the purpose of Safeguarding and behaviour management
Miss K Stanway	Head of Year	For the purpose of Safeguarding and behaviour management
Mrs L Ripley	Data Protection officer	For the purpose of Safeguarding, Supporting behaviour management and the prevention of crime and vandalism
Mr A Baron Mr K Murfitt Mr N Blake	AV Technician IT technician IT technician	For the purpose of technical support