

## **CCTV POLICY**

### **1. Rationale**

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Redborne Upper School.

Schools should have due regard to this policy to ensure that they can justify their use of CCTV under the Data Protection Act 1998 and subsequent guidance released by the Information Commissioner's Office and under the Human Rights Act 1998.

The policy applies where open use of CCTV is intended in public areas. It does not apply to targeted or covert surveillance activities. Any operation of this kind may only be carried out with reference to the Regulation of Investigatory Powers Act (RIPA) in consultation with the Council's RIPA office and/or the Police. For further details see section 6.

### **2. Scope of the CCTV system**

- 2.1 The system comprises a number of fixed and dome cameras located around the school site. All cameras are monitored from a centralised system and images are only available to selected senior staff on the internal school network.
- 2.2 The CCTV system is owned by the school and all members of the school community will be made aware of the existing of the CCTV system in appropriate publications.

### **3. Objectives of the CCTV scheme**

- 3.1 To protect the school buildings and assets.
- 3.2 To assist in managing the school by encouraging good behaviour in the student body and deterring anti-social behaviour.
- 3.3 To increase personal safety and wellbeing.
- 3.4 To support the Police in a bid to deter and detect crime.
- 3.4 To assist in identifying, apprehending and prosecuting offenders.
- 3.5 To protect members of the public and private property.

### **4. Statement of intent**

- 4.1 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.
- 4.2 The school will treat the system and all related information, documents and recordings as data which is protected by the Act.
- 4.3 Cameras will be used to monitor activities within the school and its car parks and other public areas to identify criminal or inappropriate activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.

- 4.4 The Human Rights Act (HRA) gives every individual a right to private life and correspondence. This means that CCTV should not be used inappropriately and in areas where people could expect privacy. The HRA also makes it imperative that people are informed when CCTV is in operation.
- 4.5 The use of CCTV must be fair and must not be excessive or prejudicial to any individual or any group of individuals. In order for the use of CCTV to be fair, we will inform people that CCTV is in use on our premises by means of notices.
- 4.6 Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Recordings will never be released to the media for purposes of entertainment.
- 4.7 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.
- 4.8 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.

## **5. Operation of the system**

- 5.1 The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.
- 5.2 The day-to-day management will be the responsibility of both the *Leadership Team* and the *Site Team*
- 5.3 The system will only be staffed by appropriate staff members. Access to the CCTV system will be strictly limited.
- 5.4 The CCTV system will be operated 24 hours each day, every day of the year.
- 5.5 All staff with access to the system must ensure that they adhere to any guidance or security precautions.
- 5.6 The *Site Team* will check and confirm the efficiency of the system and in particular that the equipment is properly recording and that cameras are functional.
- 5.7 If out of hours emergency maintenance arises, the system Operators must be satisfied of the identity and purpose of contractors before allowing access.
- 5.8 Other administrative functions will include maintaining storage of images, filing and maintaining occurrence and system maintenance logs.
- 5.9 A company will be appointed to maintain the equipment. New images automatically rewrite on the internal storage system at intervals of about two weeks.
- 5.10 There will be periodic checks on the quality of the images being collected and whether the dates and times are accurate.
- 5.11 Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is 14 days.
- 5.12 Footage will be automatically destroyed on the internal storage system after 14 days, when images are overwritten with new data. Images that have been copied on to an external storage device (e.g. a memory stick or DVD) for the purposes of an investigation will be destroyed after the investigation is complete.

- 5.13 Images will only be viewed in an area where they cannot be accidentally viewed by others. Where a copy of images has been made for evidential purposes, subsequent viewings may take place in other suitably secure locations, e.g. the Headteacher's office.

## **6. Covert surveillance**

- 6.1 On the rare occasions when schools may wish to use CCTV covertly (i.e., without making people aware of it), an application must be made under the Regulation of Investigatory Powers Act (RIPA). The school should discuss the matter with the Single Point of Contact (SPOC) for Central Bedfordshire Council in order to gain authorisation. An application form will need to be filled out and the request will either be accepted or rejected by the SPOC.
- 6.2 Where the police wish to undertake covert surveillance, they will gain authorisation from their own SPOC.

## **7. Recordings**

- 7.1 In order to maintain and preserve the integrity of the device used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:
- (i) Each device (disc or memory stick) must be identified by a unique mark.
  - (ii) Before using each device must be cleaned of any previous recording.
  - (iii) The controller must register the date and time of recording, including device reference.
  - (iv) A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence recording store. If a recording is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed, signed by the controller, dated and returned to the evidence device store.
  - (v) If the recording is archived the reference must be noted.
- 7.2 Recording may be viewed by the Police for the prevention and detection of crime or authorised officers of the Local Authority e.g Exclusion panels.
- 7.3 A record will be maintained of the release of recording to the Police or other authorised applicants. A register will be available for this purpose.
- 7.4 Viewing of the recording 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.
- 7.5 Should the recording be required as evidence, a copy may be released to the Police under the procedures described in paragraph 7.1 (iv) of this Code. 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 from the secure evidence device store, complete in its sealed bag.
- 7.6 The Police may require the school to retain the stored recording for possible use as evidence in the future. Such devices will be properly indexed and properly and securely stored until they are needed by the Police.

- 7.7 Applications received from outside bodies (e.g. solicitors) to view or release recordings will be referred to the Headteacher. In these circumstances the recording 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.
- 7.8 Recordings will only be released to the media for use in the investigation of a specific crime and with the written agreement of the Police.

## **8. Subject access requests**

- 8.1 Under section 7 of the Data Protection Act 1998, individuals who are the subject of personal data are entitled to request access to it. This includes CCTV images where they are defined as personal data within the meaning of the Act.
- 8.2 Recent legal cases have raised the issue of when CCTV images should be considered as personal data. Guidance arising from this implies that personal data must be substantially about the person and should affect their privacy in some way. In relation to CCTV this will not include all images:
- A wide shot of, for example, a playground or school corridor with many people in view of the cameras would not normally be considered as the personal data of all those involved. However, where a camera has picked up an individual or group of individuals specifically, or has been moved to zoom in on them, the images recorded can be considered personal data.
- 8.3 Where a request has been made to view an image or recording, an application must be made in writing. The individual may wish to access either a still image or part of a recording. Where third parties are included in the shots, they should be removed where this is technically possible. Where removal is not possible, their consent should be sought. Where consent is refused or where it is not possible to gain consent, a balanced decision needs to be made, taking conflicting interests into account, as to whether it is reasonable in all circumstances to release the information to the individual.
- 8.4 CCTV images fall under the Freedom of Information Act 2000 and anyone can request access to images, although there is no obligation to provide information where a request has been made after CCTV records have been routinely destroyed in accordance with this policy - see 5.12 (i.e., for recordings that no longer exist). However, where a request has been made for recordings still in existence, they must not be destroyed until the request is complete.
- 8.5 For further information on dealing with requests under the Data Protection Act, the school's Data Protection policies should be consulted, along with County Council guidance. Where queries arise, please contact the County Council's Data Protection Officer.

## **9. Breaches of the policy (including breaches of security)**

- 9.1 Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

- 9.2 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.

## **10. Assessment of the scheme and code of practice**

- 10.1 Performance monitoring, including random operating checks, may be carried out by the *Business Manager*.

## **11. Complaints**

- 11.1 Any complaints about the school's CCTV system should be addressed to the Headteacher.
- 11.2 Complaints will be investigated in accordance with Section 9 of this Code.

## **12. Public information**

- 12.1 All members of the school community will be made aware of the existing of the CCTV system in appropriate publications. Copies of this Code of Practice will be available to the public from the School Office and the Headteacher and via the school website.

### **Summary of Key Points**

- This Code of Practice will be reviewed every two years.
- The CCTV system is owned and operated by the school. .
- Liaison meetings may be held with the Police and other bodies.
- Recording devices will be used properly indexed, stored and destroyed after appropriate use.
- Recordings may only be viewed by Authorised School Officers 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.
- Recordings will be disposed of securely by incineration.
- 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.

### **Monitoring, Evaluation and Review**

- 1 The Business Manager and Deputy Headteacher (premises) will monitor, and evaluate the CCTV policy.
- 2 The CCTV policy will be reviewed triennially by the Senior Leadership Team and the Premises Committee of the Governing Body

### **Dissemination of the Policy**

This policy is available on the school website, on request to parents, the LA and OFSTED through the Head Teacher.

### **Other policies that have relevance are:**

Health and Safety  
Lettings  
School Security

Date approved by governors	March 2016
Date for review	March 2019