

## **CCTV Policy**

### **1. Definitions**

“the school” – Cleeve School.

“Data Controller” – The schools Data Controller for CCTV, member of SLT with pastoral responsibility

“Site Manager” – The schools Site Manager, currently Steve Evans.

“CCTV Operator” – Employees of the school with the skills and permission to operate the CCTV and retrieve footage, currently Thomas Henson, Duncan Hine and Robert Hoffman.

### **2. Introduction**

2.1 The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at the school.

2.2 The system comprises a number of static and dome cameras located around the school site. All cameras can be monitored from the Main Reception and are only available to selected staff.

2.3 This Code follows Data Protection Act guidelines.

2.4 The CCTV system and data is owned by the school.

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

- To protect the school buildings and assets of the school
- To increase personal safety and reduce the fear of crime
- To support the Police in a bid to deter and detect crime
- To assist in managing the school

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

4.1 The CCTV system 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 Commissioner’s Code of Practice.

4.2 The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Data Protection Act.

4.3 The system installed is compliant with the Data Protection Act, Human Rights Act and Regulatory Investigation Powers Act.

4.4 Cameras will be used to monitor activities within the school and 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 staff, students and visitors.

4.5 Cameras are focussed on the school buildings and around entrances/exits.

4.6 Materials of knowledge secured as a result of CCTV will not be used for any commercial purpose. Information transferred to CD/DVD (or other appropriate media) will only be used for the investigation of a specific crime or incident. Release to the media would only be allowed with the written authority of the police if this was required by them as part of a police investigation.

4.7 Warning signs, as required under the Data Protection Act, have been placed at key points in the building

### **5. Operation of and Access to the System**

5.1 There are two CCTV Controllers that form the schools CCTV system. One is in the server room (System 1); the other is in the main reception (System 2).

5.2 System 1 has no directly attached viewing apparatus, instead the footage from this system can be viewed using software installed on any PC. The software is currently installed on the Site Managers PC, Systems Managers PC and Senior IT Technicians PC. A password secures the software to ensure no unauthorised viewing; the password is stored securely by the IT Support Department. The viewing apparatus for System 2 is housed in the main reception which will remain locked when unoccupied.

5.3 The monitor for System 2 will remain switched off unless footage is being review or retrieved by an authorised member of staff. For both systems information is held on the hard drive for a period of no more than 14 days. If



information is required for evidence purposes it will be transferred to appropriate recording media and secured by the Data Controller.

- 5.4 The day to day management will be the responsibility of the Data Controller. The Data Controller will report any operating errors in the system and will liaise with the Site Manager to ensure that the equipment is working properly and that cameras are functional.
- 5.5 The CCTV system will only be accessed by the SLT, Data Controller, Site Manager, CCTV Operator. A member of the school staff may also be involved to help identify individuals from the CCTV footage and therefore isolate the relevant video.
- 5.6 The CCTV system will be operated 24 hours a day, every day of the year.
- 5.7 Unless an immediate response to events is required, or in anticipation of an event occurring, staff will not direct cameras at an individual or a specific group of individuals.
- 5.8 If out of hours emergency maintenance arises, the Systems Manager must be satisfied as the identity and purpose of contractors before allowing access to the system. The system is currently maintained by the installers, All Cooper Ltd.
- 5.9 Other administrative functions will include maintaining recording media and hard disc space, filing and maintaining occurrence and system maintenance logs.
- 5.10 Emergency procedures will be used in appropriate cases to call the Emergency Services.

## **6. Printed and Recording Media Procedures**

- 6.1 In the event of an incident requiring footage from the CCTV system to be retrieved and stored the following procedure should be adhered to
  - i. The details of the identified incident should be passed to the Data Controller who will authorise the use of the CCTV system and request the assistance of a CCTV Operator.
  - ii. CCTV Operator will identify the relevant footage.
  - iii. If the footage is required for an investigation then the CCTV Operator can produce a copy of the required image or video. The controller shall register the date and time of recorded insert and store the copy in a secure store.
  - iv. Subsequent requirements to view the footage will take place in the Data Controllers office.
  - v. Head of Year will liaise with parents as required. CCTV evidence will only be used where absolutely necessary.
- 7.2 Recording media may be viewed by Data Controller, CCTV Operator and the Police for the prevention and detection of crime.
- 7.3 A record will be maintained of any viewing of the records by parents, Police or other authorised applicants.
- 7.4 Should a record be required as evidence, a copy may be released to the Police.
- 7.5 The Police may require the school to retain the stored records for possible use as evidence in the future. Such records will be securely stored until they are needed by the Police.
- 7.6 Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the head teacher. Charges will be made to cover the costs of producing the material.

## **8. Assessment of the system**

- 8.1 Regular reviews of the systems operation will take place and any necessary changes in procedure or camera sighting/position will be implemented.

## **9. Access by the Data Subject**

- 9.1 The Data Protection Act provides Data Subjects (individuals to whom 'personal data' relates) with a right to view data held about themselves, including that obtained by CCTV. If the individual is not the focus of the footage i.e. they have not been singled out or had their movements tracked then the images are not classed as 'personal data' and the individual is not entitled to the image under the provisions of Subject Access – Data Protection Act 1998. However, the subject and their parents will be provided with access to the footage under the supervision of the Data Controller if requested. The CCTV system in the school does not track the movements of individuals.