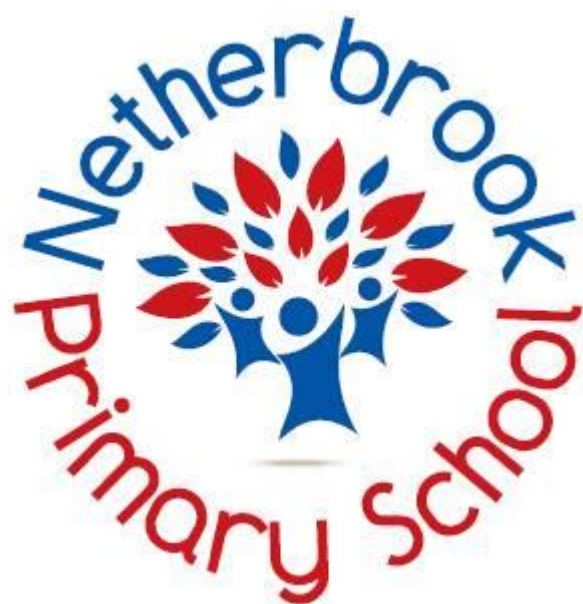


CCTV Equipment Policy



Date of last review	January 2019
Date of next review:	January 2020

Policy Governing Operation of CCTV

Rationale

Closed Circuit Television is installed and operated at Netherbrook Primary School for security and health and safety purposes. Images from the installed cameras may be viewed and recorded.

The CCTV equipment and the images recorded by it are controlled by the Headteacher who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose. (This is a legal requirement of the Data Protection Act 1998). The school will also seek to comply with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

Aims

The purpose of this policy is to regulate the management, operation and use of the CCTV system at Netherbrook Primary School and to ensure compliance with the current legislation. Objectives of the CCTV Policy at Netherbrook Primary School are:

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime
- b) To protect the school buildings and other assets
- c) To support the Police in a bid to deter and detect crime
- d) To assist in identifying, apprehending and prosecuting offenders
- e) To protect members of the public and private property
- f) To assist in managing the school

Procedures

Positioning of cameras

The system comprises a number of fixed cameras located within Netherbrook Primary School buildings. Cameras have been placed in the corridors, the foyer, the playgrounds and the flat roofs.

Signage

Signs will be positioned at the entrance to Netherbrook Primary School as required by the Code of Practice. These signs will indicate that CCTV monitoring and recording are in use on the premises.

Recording of CCTV images

Recordings may be made from any of the CCTV cameras. These recordings include a date, time and system information overlay. Recording equipment and media will be housed in a place to which only administration and security staff have access. Recordings will be kept for 30 days, unless required as part of an ongoing investigation, in which case recordings will be retained for as long as required for that investigation. At the end of 30 days the media will be recycled and the recordings will be erased by overwriting them with new recordings. Access to this storage is restricted to the Head Teacher, or his nominated representative, School Business Manager (SBM) and Site Management personnel.

The CCTV system will operate 24 hours each day, every day of the year, recording all activity in the areas covered.

Cameras will be used to monitor activities within the school to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well being of the school's pupils and staff, together with its visitors. At no time will a camera be directed to follow or track an individual.

Materials or knowledge secured as a result of CCTV use will not be used for any commercial or media purpose.

The management of the CCTV system will be overseen by the member of SLT with responsibility for the school premises (Headteacher/SBM). They are responsible for ensuring that the CCTV system is operated according to this policy and that regular audits are carried out to ensure that procedures are complied with. The day to day management, administration, maintenance, security and support of the system will be the responsibility of the office manager.

The SBM is responsible for maintaining the recordings, ensuring their security and deleting them within the specified time period.

Viewing of CCTV images

Display equipment used to view the images from CCTV cameras will be located and positioned in such a way as only those responsible for security may ordinarily see the screen. Where display equipment is provided for controlled access security at a particular place such as a door entry point, display equipment will be located and positioned in such a way that only those likely to operate the system can view the image.

Recorded images may be viewed only after permission has been granted by the Headteacher/DHT. With the exception of subject access requests under the Data Protection Act (see below), only those who necessarily have to see the image for security and health and safety purposes may do so. Recorded images may be used in material to aid the identification of individuals for crime prevention or health and safety purposes.

The only locations where images can be viewed are in the school office and in the SLT offices.

The only person authorised to make copies (electronic or paper) of images is the Headteacher or Deputy Headteacher or another person specifically directed by the Headteacher.

Authorised staff may only allow external persons or agencies to view CCTV images with the express permission of the Headteacher and by following the procedures below:

Requests by law enforcement agencies (most commonly the police) can be authorised by the school under section 29 of the Data Protection Act 1998. A copy of images may be released to the agency on the understanding that the images remain the property of the school and the school may refuse permission for the agency to pass the images to any other person. Such requests should be made to the Headteacher.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances.

Requests may come from other external individuals and consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others.

Any images containing pupils at the school are subject to data protection legislation and parental permission will be obtained prior to any images being released to third parties.

Data Subject Access Requests

The Data Protection Act allows individuals whose images have been recorded the right to view the images of themselves and to have a copy of the images. This is termed a Subject Access request. Requests of this nature should be made to the Headteacher who will make arrangements for the images to be provided within 40 days of the request. There will be a fee involved.

The person making the request must give sufficient information to enable the images to be found. 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.

It is important that the school does not compromise anyone else's privacy, so you will only be able to view CCTV footage that does not contain images of third parties or images that would enable you to identify other people. Images of other subjects would need to be edited or blanked out to make sure no one else can be identified. This process is costly, and one which the school has the right to refuse to undertake if the costs are disproportionate. Alternatively the costs may be passed onto the person who has made the request.

The Information Commissioner has published a separate CCTV Code of Practice detailing how to operate a system in accordance with the Data Protection Act. Where necessary, the Headteacher or their representative will refer to this Information Commissioners Code of Practice (sections 8 & 9) for further guidance on disclosing images to law enforcement agencies or to individuals.

In all such cases where requests are made the school will keep a detailed log (register) of the nature of the request and the details/images provided.

The Headteacher, or a senior leader acting on their behalf, will initially investigate any breach of this Policy by school staff. Any serious breach of this Policy will be subject to the terms of disciplinary procedures already in place.

The Headteacher or their representative may carry out performance monitoring, including random operating checks.

System maintenance

Display equipment and recordings may be viewed by personnel authorised to undertake installation and maintenance of the CCTV systems. Such viewing will be restricted to that necessary for system work.

Police cooperation

The School wishes to maintain good working relations with the police and will cooperate whenever it can do so within the law.

Evaluation:

This policy will be evaluated annually.

The Surveillance Camera Code of Practice sets out the following 12 guiding principles for surveillance cameras in public places:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.