

## CCTV Policy

The purpose of this policy is to regulate the management, operation and use of the CCTV system at the school.

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| <b>Version number</b>        | 1.1                      |
| <b>Consultation groups</b>   | GDPR Strategic Group     |
| <b>Approved by</b>           | Trust Leader             |
| <b>Approval date</b>         | 1 May 2023               |
| <b>Adopted by</b>            | n/a                      |
| <b>Adopted date</b>          | n/a                      |
| <b>Implementation date</b>   | 2 <sup>nd</sup> May 2023 |
| <b>Policy/document owner</b> | Director of IT           |
| <b>Status</b>                | Trust mandatory policy   |
| <b>Frequency of review</b>   | Bi-Annually              |
| <b>Next review date</b>      | December 2025            |
| <b>Applicable to</b>         | All schools              |

## Document History

| Version     | Version Date   | Author                                  | Summary of Changes                                                                 |
|-------------|----------------|-----------------------------------------|------------------------------------------------------------------------------------|
| <b>V0.1</b> | September 2020 | Director of IT                          | Document created and consulted with Director of Operations and Head of Governance. |
| <b>V1.0</b> | November 2020  | Director of IT                          | Signed off by Trust Leader and published                                           |
| <b>V1.1</b> | December 2022  | Director of IT, Data Protection Officer | Updated GDPR wording                                                               |

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## 1. Purpose

The purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) at the school.

CCTV systems are installed for the purpose of:

- protecting the school buildings and assets, both during and after school hours;
- promoting the health and safety of staff, pupils and visitors as well as for monitoring pupil behaviour;
- assisting in the prevention, investigation and detection of crime;
- assisting in the apprehension and prosecution of offenders, including use of images as evidence in criminal proceedings; and
- assisting in the investigation of breaches of its codes of conduct and policies by staff, pupils and contractors and where relevant and appropriate investigating complaints.

We have identified public task as the lawful basis for installing CCTV, the purposes above are all tasks in which we perform as a public authority.

The CCTV system is owned and operated by the school, the deployment of which is determined by the school's leadership team in accordance with the purposes set out above.

## 2. Scope

This policy relates directly to the location, use of CCTV and the monitoring, recording and subsequent use of such recorded material.

Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018).

The school complies with the Information Commissioner's Office (ICO) CCTV Guidance to ensure it is used responsibly and safeguards both trust and confidence in its use. The ICO CCTV Guidance can be found here: <https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-on-video-surveillance-including-cctv/about-this-guidance/>

All CCTV systems and associated equipment must be compliant with this policy.

This policy does not apply to any webcam systems located in classrooms or meeting rooms which are used to assist with the use of audio-visual equipment or used for the primary purpose of teaching and learning.

This policy applies to all school staff and contractors who operate, maintain, or supervise the operation of, the CCTV system.

### 3. Responsibilities

The Trust Leader has the overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the staff identified in this policy.

The Headteacher is responsible for ensuring:

- the CCTV system including camera specifications for new installations complies with the law and best practice referred to in paragraph 2 of this policy. Where new surveillance systems are proposed, Headteacher will consult with the Director of IT to determine whether a data protection impact assessment is required; and
- that the use of CCTV systems is implemented and managed in accordance with this policy.

### 4. Location of Cameras

CCTV systems are installed in and around the school building entrances, school playgrounds, carparks, perimeters and internal areas such as reception.

The planning and design of CCTV endeavours to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed, 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 the images captured comply with the legislation.

The school will make every effort to position the cameras so that their coverage is restricted to the school premises.

CCTV cameras are installed in such a way that they are not hidden from view. Warning signs will be clearly and prominently placed at the main external entrance to the school. In other areas where CCTV is used, the school will ensure that there are prominent signs placed within the controlled area.

### 5. Covert recording

Covert recording (i.e. recording which takes place without the individual's knowledge):

- may only be undertaken in exceptional circumstances, for example to prevent or detect an unlawful act or other serious misconduct, and if is proportionate i.e. there is no other reasonable, less intrusive means of achieving those purposes;
- may not be undertaken without the prior written authorisation of the Director of Operations. All decisions to engage in covert recording will be documented, including the reasons;
- will focus only on the suspected unlawful activity or suspected serious misconduct and information obtained which is not relevant will be disregarded and where reasonably possible, deleted; and

- will only be carried out for a limited and reasonable period consistent with particular purpose of the recording and will not continue after the investigation is completed.

## **6. Access to CCTV Images/Recordings**

Overseeing the access of the CCTV System is the responsibility of the Headteacher. Access to CCTV images/recordings will be limited to the following authorised staff:

- School to add roles e.g Premises Officer, IT Tech
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Where authorised staff access or monitor CCTV images, they must ensure that images are not visible to unauthorised persons for example by minimising screens when not in use or when unauthorised persons are present.

## **7. Storage and Retention of CCTV Recordings**

CCTV images are not to be retained for longer than necessary, taking into account the purposes for which they are being processed. Data storage is automatically managed by the CCTV digital records which overwrite historical data in chronological order to produce an approximate 30-day rotation in data retention.

Provided that there is no legitimate reason for retaining the CCTV images (such as for use in disciplinary and/or legal proceedings), the images will be erased following the expiration of the retention period.

Legitimate reasons for retaining data include where the image identifies an issue or is retained specifically in the context of an investigation or prosecution of that issue. Where data is retained outside of the 30 day retention period, a record must be made in the school GDPR area on Teams, all fields must be completed to ensure an accurate record on where the information is held, for what purpose and who has access to this.

All retained CCTV images will be stored securely.

## **8. CCTV System Maintenance**

The maintenance of the CCTV System should be carried out by the on-site technician or a qualified external supplier with permission from the headteacher.

## **9. Subject Access Requests**

Individuals (Data Subjects) have the right to request CCTV footage relating to themselves under the DPA 2018 and the GDPR.

Data Subjects can exercise their rights by submitting a request to the Local Data Protection Representative or Headteacher in writing. Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified, for example, time, date and location.

The school will respond to requests within 30 days (in line with GDPR regulations) of receiving the request but if a request is received outside of the school term this may not be possible. The period

for responding to the request may be extended by two further months where necessary, taking into account the complexity and number of the requests.

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.

#### **10. Access and Disclosure of Images/Recordings to 3<sup>rd</sup> Parties**

Third party requests for access will usually only be considered in line with the GDPR and DPA 2018 in the following categories:

- legal representative of the Data Subject;
- law enforcement agencies including the Police;
- disclosure required by law or made in connection with legal proceedings; and
- HR staff responsible for employees and staff responsible for pupil disciplinary and complaints investigations and related proceedings.

The Headteacher will disclose recorded images to law enforcement agencies including the Police once in possession of a form certifying that the images are required for either: an investigation concerning national security; the prevention or detection of crime; or the apprehension or prosecution of offenders, and that the investigation would be prejudiced by failure to disclose the information. Where images are sought by other bodies/agencies with a statutory right to obtain information, evidence of that statutory authority will be sought before CCTV images are disclosed.

Every disclosure of CCTV images is recorded in the school GDPR log (CCTV Tab) on Teams and contains:

- the name of the police officer or other relevant person in the case of other agencies/bodies receiving the copy of the recording;
- brief details of the images captured by the CCTV to be used in evidence or for other purposes permitted by this policy;
- the crime reference number where relevant; and
- date and time the images were handed over to the police or other body/agency.

If there are any concerns as to disclosure, the Headteacher will seek advice from the Director of Operations.

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.

#### **11. Data Protection Impact Assessment and Privacy by Design**

CCTV has the potential to be privacy intrusive. The school will complete a Data Protection Impact Assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary, proportionate and address the pressing need identified.

## **12. Complaints procedure**

Any complaints relating to the CCTV system should be directed to the Headteacher in accordance with the school complaints procedure.

## **13. Policy Review**

This policy will be reviewed bi-annually by the Director of IT. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.