



CCTV Policy

1. Introduction

“The purpose of this of this policy is to regulate the use of Close Circuit Television and its associated technology in the monitoring of both the internal and external environs of “Beckstone Primary School” (hereafter referred to as ‘the school)

CCTVs are installed externally on the premises for the purpose of enhancing security of the building and its associated equipment as well as creating a mindfulness among the occupants, at any one time, that a surveillance security system is in operation in the external environs of the premises during both the daylight and night hours each day.

This policy applies to all personnel, and relates directly to the location and use of CCTV, the monitoring, recording and subsequent use of recorded materials

- The system comprises of 9 fixed dome cameras located around the school site. All cameras are monitored from the plasma screen in the School Office and recordings are made with the equipment contained therein. Images can only be extracted/downloaded with the Headteacher’s permission.
- This Code follows Data Protection Act guidelines.
- The Code of Practice will be subject to review annually to include consultation as appropriate with interested parties.
- The CCTV system is owned by the school.

2. Objectives of the CCTV scheme

- To protect the school buildings and their assets
- 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 identifying, apprehending and prosecuting offenders
- To protect members of the public and private property

3. Statement of intent

- 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.
- The school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.
- Cameras will be used to monitor activities at the school and its environs to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well being of the school, together with its visitors.
- Static cameras are not to focus on private homes, gardens and other areas of private property. As it is the school does not have any close residential neighbours.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Data will only be released to the media for use in the investigation of a specific crime and with the written authority of the police. Data will never be released to the media for purposes of entertainment.
- 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.
- 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.
- Monitoring for security purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies and personnel for other purposes is prohibited e.g. monitoring of political or religious activities, or employee and/or pupil evaluations that would undermine the acceptability of the resources for use regarding critical safety and security objectives.
- CCTV monitoring of public areas, for security purposes, will be conducted in a manner consistent with all existing policies adopted by the school including Discrimination, Bullying and Harassment, Sexual Harassment etc.
- The code of practice for video monitoring prohibits monitoring based on the characteristic and classification contained in Equality and other related legislation, for example race, gender, sexual orientation, national origin, disability etc.
- The system is in place to monitor suspicious behaviour and not individual characteristics

- Video monitoring of public areas, for security purposes is limited to uses that do not violate the reasonable expectation of privacy as defined by Law
- Consideration will be given to both staff and pupils regarding possible invasions of privacy and confidentiality due to the location of a particular CCTV camera or associated equipment
- The Head teacher will ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place
- When a zoom facility on a camera is being used, a second person will be present with the camera operator to guarantee that there is no unwarranted invasion of privacy

4. Operation of the system

- The Scheme will be administered and managed by the Headteacher, in accordance with the principles and objectives expressed in the code.
- The day-to-day management will be the responsibility of both the Headteacher and the secretaries.
- The CCTV system will be operated 24 hours each day, every day of the year.

5. Location of Equipment (School Admin Office)

- The Headteacher will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional.
- Access to the CCTV images will be strictly monitored.
- The Headteacher and secretaries must satisfy themselves over the identity of any visitors to the school to view images and the purpose of the visit. Where any doubt exists access will be refused.
- Other administrative functions will include maintaining video Data and hard disc space, filing and maintaining occurrence and system maintenance logs.
- Emergency procedures will be used in appropriate cases to call the Emergency Services.

6. Liaison

- Liaison meetings may be held with all bodies involved in the support of the system.

7. Monitoring Procedures

- Camera surveillance may be maintained at all times.
- School has live images in the school office away from public view

8. Use of Images and Copying Procedures

- In order to maintain and preserve the integrity of the Data 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:
 - Each DVD OR CD must be identified by a unique mark.
 - The Headteacher/secretary shall register the date and time of DVD/CD
 - A DVD/CD required for evidential purposes must be sealed, witnessed, signed by the headteacher, dated and stored in a separate, secure store.
 - If the DVD OR CD is archived the reference must be noted.
- Data may be viewed by the Police for the prevention and detection of crime, authorised officers of Cumbria County Council for supervisory purposes, authorised demonstration and training.
- A record will be maintained of the release of Data to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of Data by the Police must be recorded in writing. Requests by the Police can only be actioned under section 29 of the Data Protection Act 1998.
- Should a DVD OR CD be required as evidence, a copy may be released to the Police under the procedures described previously in this Code. Data will only be released to the Police on the clear understanding that the DVD/CD remains the property of the school, and both the DVD/ CD and information contained on it are to be treated in accordance with his code. The school also retains the right to refuse permission for the Police to pass to any other person the DVD/CD or any part of the information contained thereon. On occasions when a Court requires the release of an original DVD/CD this will be produced from the secure store.
- The Police may require the school to retain the stored Data for possible use as evidence in the future. Such data will be properly indexed and securely stored until they are needed by the Police.
- Applications received from outside bodies (e.g. solicitors) to view or release data will be referred to the Headteacher. In these circumstances data 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.

9. Breaches of the code (including breaches of security)

- 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.
- 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.
- Information obtained in violation of this policy may not be used in a disciplinary proceeding against an employee of the school, or a pupil
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10. Assessment of the scheme and code of practice

- Performance monitoring, including random operating checks, may be carried out by Castle Alarms and Steve Pratt.

11. Complaints

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

12. Access by the Data Subject

- The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV.
- Requests for Data Subject Access should be made on an application form available from the Headteacher.

13. Public information

- Copies of this Code of Practice will be available to the public from the School Office and the Headteacher.

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 Data will be used, properly indexed, stored and destroyed after appropriate use.
- Data may only be viewed by Authorised School staff and the Police.
- Data required as evidence will be properly recorded witnessed and packaged before copies are released to the police.
- Data will not be made available to the media for commercial or entertainment.
- Data 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.

This document was produced in April 2016 and is due to be reviewed in 2018.