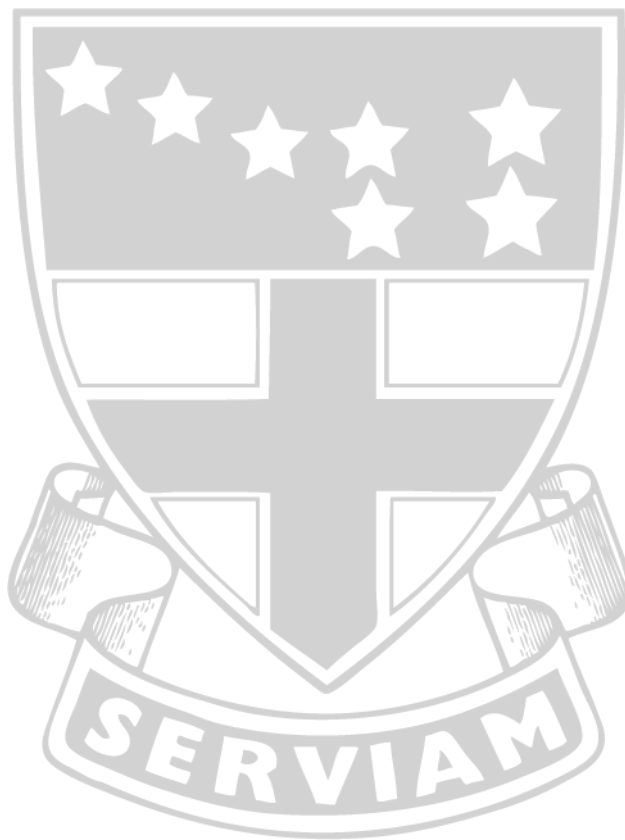


## **CCTV POLICY**



**Created: June 2016**

**Date of Review: July 2020**

**Date of Next Review: July 2022**

## **Introduction**

St Angela's Ursuline School have close circuit television ("CCTV") systems to provide a safe and secure environment for pupils, staff and visitors, the installation is also in place to protect property.

This document sets out the accepted use, management and purpose of the CCTV systems and images and footage captured by the CCTV system. All usage complies with the Data Protection Act 1998 (DPA), Human Rights Act 1998 (HRA) and other relevant legislation (e.g. The Freedom of Information Act 2000).

This policy has been produced in line with the Information Commissioner's CCTV Code of Practice. The code of practice is to ensure compliance with legal obligations of the aforementioned acts.

There are a number of fixed cameras located at the registered site of St Angela's Ursuline School. Live images from the system are on permanent view at the site in non-public areas. Recorded and live images from the cameras can be viewed by accessing the IT network. Access to the images is password protected and restricted to a limited number of authorised staff.

## **Purpose**

The school uses the CCTV system to provide a safer, more secure environment for students and staff and to prevent bullying, vandalism and theft. Essentially, it is used for:

- Safeguarding students, staff, visitors and public in and around the school site;
- Protect the building and assets;
- Assist in the prevention and detection of crime;
- Assist in identifying, apprehending and prosecuting of offenders;
- Assist in managing and running of school business and the school site;
- Monitor the security of the buildings.

The CCTV system is operated in a way that is consistent with an individual's right to privacy.

The CCTV system will not be used to provide images to the Internet or be disclosed to the media.

## **Location**

Cameras are located in areas where the school has identified a need, and to support other safeguarding activities. They will not be used in areas where users of the building have a heightened expectation of privacy e.g. changing rooms or toilets.

## **Overview and Maintenance of the CCTV System**

The system is owned by St Angela's Ursuline School, the day-to-day management of the CCTV system is the responsibility of the site manager, which includes responsibility for regular checks and ensuring that the equipment is properly recording and that cameras are working.

An appointed contractor (IMS Systems Limited) maintains the system under an annual maintenance contract that includes periodic inspections and maintains the CCTV system.

The contractor is responsible for ensuring that:

- The school is informed of changes in legislation regarding CCTV systems;
- The date and time reference are accurate;
- Suitable maintenance and servicing is undertaken to so that clear images are recorded;
- Cameras are protected from vandalism to ensure that they remain in working order.

CCTV signs will be prominently placed at strategic points and at entrance and exit points of the sites to inform staff, pupils, students, visitors and members of the public that a CCTV installation is in use.

Although every effort has been made to ensure maximum effectiveness of the CCTV system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

## **Type of equipment**

The school's CCTV system records visual images only and does not record sound. Both video and static images can be captured from the system by authorised users.

## **Administration**

The DPO, Andrew Whitlock, has responsibility for the control of images and deciding how the CCTV system is used.

- System access is restricted to staff that need to have access in order to achieve the purpose of using the equipment;
- All operators and employees with access to images are aware of this policy and follow standard procedures when accessing the recorded images. They are aware of the restrictions in relation to access to, and disclosure of, recorded images.
- The school are required to register the processing of personal data with the Information Commissioner's Office (ICO). St Angela's Ursuline School's ICO notification registration number is Z5152566.

## **Access to images**

The Schools (Specification and Disposal of Articles) Regulations 2012, school staff can view CCTV footage in order to make a decision as to whether to search a student for an item.

If recorded footage reveals that a member of staff has committed theft or misconduct, this evidence may be used in a disciplinary case.

Disclosure of the recorded images to third parties can only be authorised by the DPO and in strict accordance with the purposes of the system. This disclosure is limited to:

- Police and other law enforcement agencies where the images recorded could assist in a specific criminal enquiry and / or the prevention of terrorism and disorder;
- Prosecution agencies;
- Appropriate members of school staff;
- Appropriate legal representatives;
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries).

Should images be required as evidence, a copy may be released to the Police under their evidence guidelines. Images will only be released to the Police on the clear understanding that the image remains the property of St Angela's Ursuline School, and both the images and associated information are to be treated in accordance with this Policy.

St Angela's Ursuline School retains the right to refuse permission for the Police to pass the images to any other person.

Requests received under the Data Protection Act 1998 for access to personal information (including CCTV footage / images) will only be approved if:

- Full details of the request are included:
  - Time and date of the images which were recorded;
  - Location of the camera the image was captured by;
  - The requester provides proof of identity.
- The request is consistent with the purpose for which the CCTV was established.

Will **not** be approved if:

- If the viewer can identify any person other than, or in addition to, the person requesting access;
- Release could prejudice known or perceived criminal enquiries;
- Likely to cause substantial and unwarranted damage to that individual.

### **Storage, viewing and retention**

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. System access is restricted to authorised users of the CCTV system.

The school reserves the right to view and use images captured on CCTV:

- To monitor the safe movement of persons through the school;
- When there are issues involving public, staff or student behaviour, which put the safety or security others at risk;
- When there is suspected criminal activity or potential gross misconduct.

Images retained for evidential purposes will be retained in a secure area accessible by the system administrator only. Where images are retained, the system administrator will ensure the reason for retention is recorded, where it is kept, any use made of the images, and finally when it is destroyed.

Neither the Data Protection Act nor the Information and Records Management Society prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

### **Breaches of this Policy (including breaches of security)**

Any breach of the Policy by St Angela's Ursuline School staff will be investigated in accordance with the school's disciplinary policy.

### **Monitoring and evaluation**

The school undertakes regular reviews to ensure that the use of CCTV continues to be justified, assessing:

- The stated purpose of the CCTV system;
- The location of CCTV cameras;
- The images recorded;
- Retention periods.

Changes to the above will automatically invoke a review of this policy.

### **Reviewing**

Changes to this policy will be presented to the governing body of St Angela's Ursuline School for ratification.

This policy will be reviewed by the governing body at least every two years.