

# **SEAMER AND IRTON PRIMARY SCHOOL CCTV POLICY APRIL 2018 (1<sup>ST</sup> DRAFT)**

## **1. INTENTION AND PURPOSE**

This school has installed a CCTV system in order to:

- 1.1 Help prevent, detect, and reduce instances of crime and anti-social behaviour.
- 1.2 Deter and detect unauthorised access by persons not entitled to be lawfully on the school premises.
- 1.3 Promote, develop and enhance a culture of safeguarding within the school, by providing a safe and secure environment for pupils, staff and visitors.

## 2. SCOPE, USE, AND LIMITATIONS

2.1 The system comprises a number of High-Definition fixed dome cameras covering the front, rear, and sides of the school. The system does not have sound recording capability. There is no coverage inside the school buildings.

2.2 The CCTV system is owned and operated by the school, the deployment of which is determined by the Head Teacher and the Governing Board.

2.3 The CCTV can be monitored centrally in real time from the school office, and images can be stored and only produced for one (or more) of the 3 purposes listed at 1. above.

2.4 Coverage will be strictly limited to within the school grounds and entrances only. Coverage will **not** extend, for example, to Bell Close, or any other public road or highway. Skids 4 Kids is within the boundaries of the school and is therefore included within coverage. Any requests by them to access images is also restricted to the same purposes, but is entirely at the discretion of the Head Teacher.

2.5 Care has been taken to ensure that no private dwellings are included in captured images, and collateral intrusion has been minimised, so that images where possible are not captured of persons **not** visiting the premises.

2.6 Pupils of the school will be briefed and re-assured regarding the use of the system, in an appropriate and supportive way, and reminded of its purpose and use as the Head Teacher sees fit. The Head Teacher and Board of Governors will ensure that it sticks to the principles, intentions and purposes of the CCTV system. It would not be proportionate or necessary for example to review CCTV for a minor playground incident or squabble.

### **3. STORAGE AND REQUESTS FOR INFORMATION**

3.1 Images and information will be stored for 30 days. After that time it will be automatically deleted. This is to ensure integrity and that stored data is not kept unnecessarily.

3.2 Access to retained information and data will be restricted to the Head Teacher and his nominated Deputy only. No other persons will be able to access the system, stored images, or data (except which is necessary for auditing and Policy review purposes).

3.3 Images will not be provided to third parties, other than law enforcement agencies.

3.4 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. These are known as “subject access requests” or “SAR”. These should be made in writing to the Head Teacher and must provide sufficient information to enable the specific footage relating to them to be identified.

3.5 The school will respond to requests within 40 calendar days of receiving the written request and fee. A fee of £10 will be charged per request, as permitted by the code of practice. The school will adopt an open and transparent approach to requests in order to promote trust and confidence in the use of the CCTV system. The Head Teacher will be able to seek advice from the Information Commissioner in the event of any issues arising.

3.6 The school will keep a written log of SARs, along with any produced images, and any incidents at school which have been reviewed using the system. This should include a brief description along with time and date of occurrence, and notes of who the information has been provided to, including the purpose. For example – an incident of damage with a suspect image, provided to Police to investigate the crime.

3.7 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.

## **4. DATA PROTECTION CONSIDERATIONS**

4.1 The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV, and the associated images is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.

4.2 The CCTV system and the images produced by it are controlled by the Head Teacher (Jonathan Wanless) who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

4.3 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the Head Teacher (data controller) in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

## 5. SIGNAGE

Signs, similar to the below, are placed prominently in the area as you enter zones where images are being recorded, and within the monitored areas. These will contain the following message;

*“Images are being monitored and recorded for the purposes of crime prevention, detecting unauthorised access to the school, and safeguarding.”*



## **6. FURTHER INFORMATION**

6.1 Further information on CCTV and its use is available from the documents, legislation, guidance, and websites used to write this policy;

CCTV Code of Practice “In The Picture” *A DATA PROTECTION CODE OF PRACTICE FOR SURVEILLANCE CAMERAS AND PERSONAL INFORMATION* 2017 (published by the Information Commissioners Office)

[www.ico.gov.uk](http://www.ico.gov.uk)

Regulation of Investigatory Powers Act (RIPA) 2000

Data Protection Act 1998

6.2 This policy will be subject to review annually by the school governing board. This will include an audit and inspection of the system for compliance with Data protection requirements, and the code of practice.

6.3 Regular termly checks will be carried out by the Head Teacher to ensure the system is working correctly and producing high quality images.