

ROBERT MELLORS PRIMARY ACADEMY

CCTV POLICY

Introduction

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Robert Mellors Primary Academy.

The system comprises of a number of cameras located on the school buildings both internally and externally. All cameras are monitored under restricted access from the School Office, Headteacher's computer with monitors in the Early Years units. Only key staff have access to controls.

This Code follows the Data Protection Act guidelines. The Code of Practice will be subject to review bi-annually to include consultation as appropriate with interested parties.

Objectives of the CCTV Scheme

1. To increase personal safety of staff, pupils and visitors
2. To protect the school buildings and their assets
3. To support the Police in a bid to deter and detect crime
4. To assist in identifying, apprehending and prosecuting offenders
5. To protect members of the public and private property

Statement of Intent

The CCTV Scheme is registered with the Information Commissioner's Office (ICO) under the terms of the General Data Protection Regulations (GDPR) 2018? 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 within the school grounds, main corridors in school and in the vicinity of the access gates to identify adverse activity 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. Cameras have not been aimed to focus on private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.

Warning signs, as required by the Code of Practice of the Information Commissioner's Office, have been placed at all access routes to areas covered by the school CCTV to inform people that they are being monitored by CCTV.

Operation of the System

The CCTV system will be administered and managed by the school in accordance with the values and objectives expressed in the Code. The day to day management will be the delegated responsibility of the School Office during the day, and the Head teacher out of hours and at weekends. Viewing of recorded images must take place in a restricted area with controlled access. The CCTV system will be operated 24 hours each day, every day of the year, recording all activity. All operators and others with access to images must be aware of the access procedures that are in place.

Control and Liaison

A member of the Site Staff will check and confirm the efficiency of the system daily and in particular that the equipment is properly recording and that cameras are functional. The school will implement servicing and/or repairs of the system as and when required

Monitoring Procedures

Camera surveillance may be maintained at all times and footage continuously recorded and held on the system's memory.

Is this anywhere where it is locked away?

Image Storage Procedures

Images are store on a hard drive which is automatically wiped after 14 days.

Images may be viewed by the Police for the prevention and detection of crime. A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.

Viewing of images by the Police or any external individual must be recorded in writing and entered in the register. Requests by the Police can only be authorised under section 29 of the Data Protection Act 1998. Should images be required as evidence, a copy may be released to the Police under the procedures described in paragraph 8.4 of this Code.

Applications received from outside bodies (e.g. solicitors) to view images will be referred to the Headteacher. In these circumstances images 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. If the decision is taken not to release the images, then the image in question should be held and not destroyed until all legal avenues have been exhausted.

Breaches of the Code (including breaches of security)

Any breach of the Code of Practice by school staff will be investigated by the designated Data Protection Officer (DPO). Complaints will be dealt with in accordance with the ICO Code of Practice.

Assessment of the Scheme and Code of Practice

Performance monitoring, including random operating checks, may be carried out by a nominated member of the site staff.

Complaints

Any complaints about the school's CCTV system should be addressed to the Headteacher. Complaints will be investigated in accordance with the ICO Code of Practice.

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.

Data Subject Access Requests should be made in writing to the Headteacher. The request should provide as much information as possible to enable the school to find the images including date, time and location. If the Data Subject is unknown to the school then a photograph of the individual and/or a description of what they were wearing at the time they believe they were caught on the system may be requested in order to aid identification.

Public Information

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

Summary of Key Points

- This Code of Practice will be reviewed every three years.
- The CCTV system is owned and operated by the school.
- Liaison meetings may be held with the Police and other bodies.
- Recordings are stored on a hard drive in the School Office.
- Recordings may only be viewed by Authorised School Officers and the Police.
- Recordings required as evidence will be properly recorded witnessed and packaged before copies are released to the Police.
- Recordings will not be made available to the media for commercial or entertainment.
- Any breaches of this Code will be investigated by the DPO. An independent investigation will be carried out for serious breaches.
- Breaches of the Code to the Headteacher and to the DPO.

Approved by Governing Body: _____

Date: January 22nd 2019

Review Date: Autumn Term 2021