

St. Aloysius Primary Federation



CCTV Policy

Date:	1 March 2019
Review Date:	1 March 2021
Adopted:	1 March 2019

CCTV POLICY

Introduction

A closed Circuit Television (CCTV) system is in place in St Aloysius Federation. This system, known as the 'CCTV' System, comprises a number of cameras installed at strategic locations. All of the cameras are fully operational and record images.

For the purpose of the policy, the 'Owner' of the system is St Aloysius Federation.

For the purposes of the Data Protection Act, the 'Data Controller' is St Aloysius Federation.

Throughout this policy it is intended, as far as possible, to balance the objectives of the CCTV system with the need to safeguard the individual's rights.

Objectives of this policy

- To protect St Aloysius Federation buildings and assets both during and after school hours.
- To protect the health and safety of pupils, staff and visitors.
- To detect, prevent and reduce the incidence of property crime and anti-social behaviour (including theft and vandalism).
- To support the police in a bid to deter and detect crime, identify, apprehend and prosecute offenders.
- To protect members of the public and private property.

Principles

- The CCTV System is registered with the Information Commissioner under the terms of the Data Protection Act 2018.
- The CCTV System is operated in accordance with the Data Protection Act 2018 and the Information Commissioner's Code of Practice at all times.
- The CCTV System is operated in accordance with all the requirements and the principles of the Human Rights Act 1998 and is subject to the Freedom of Information Act 2000.
- The CCTV System is operated fairly, within the law, and only for the purposes for which it was established and is identified within this policy.

Key Personnel and Responsibilities

The Headteacher and Deputy Headteachers are the overall managers of the CCTV System and responsible for ensuring the objectives and principles set out in this policy are upheld.

The Office team have day-to-day responsibility for the monitoring, operation and evaluation of the CCTV System and the implementation of this policy. The office team are responsible for maintaining full management information as to the incidents dealt with in the management of the CCTV System.

The system provider is CDS Security and Fire Ltd.

Cameras and Area Coverage

The areas covered by CCTV to which this policy refers are the building and grounds of St Aloysius Federation. Cameras are installed in fixed positions and are placed in such a way to prevent or minimise recording of passers-by or of another person's private property. None of the cameras forming part of the system are installed in a covert manner. Some cameras may be enclosed within 'all weather domes' for aesthetic or operational reasons.

Monitoring Equipment

Monitors are installed behind the front desks in the school offices. The equipment has the capability of monitoring cameras simultaneously throughout every 24 hour period. The CCTV System records the images from all cameras in real time.

Access to the cameras, operating controls, recording and reviewing equipment is strictly limited to:

- (a) Authorised and trained staff during working hours
- (b) The Headteacher and Deputy Headteachers

Access to pre-recorded data is strictly limited to:

- (a) The Headteacher and Deputy Headteachers
- (b) The Senior Leadership Team (in appropriate circumstances)
- (c) The School Governors, or other officials by way of written request

Unauthorised persons do not have access to any part of the CCTV System without the authorisation of the Headteacher or Deputy Headteachers.

Privacy and Data Protection

All personal data obtained by virtue of the system are processed fairly and lawfully and, in particular, are only processed in the exercise of achieving the stated objectives of the CCTV System. In processing personal data, there is total respect for everyone's right to privacy.

The storage and security of the data will be strictly in accordance with the requirements of the Data Protection Act 2018, the Information Commissioner's Code of Practice and the school's Data Protection Policy.

Requests by the Police

Information obtained through video monitoring will only be released when authorised by the Headteacher following consultation with the Chair of the Board of Governors. If Police request CCTV images for a specific investigation, the Police may require a warrant and accordingly any such request made should be made in writing and the school should immediately seek legal advice.

Subject Access Requests (SAR)

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.

All requests should be made in writing to the Headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location.

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.

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.

Handling of Recorded Material

For the purposes of this policy 'recorded material' means any material recorded by technical equipment which forms part of the CCTV System, but specifically includes images recorded digitally, on hard drive and by way of DVD copying, including digital video prints.

Recorded footage is retained for a maximum period of 8 weeks.

Every digital recording obtained by using the CCTV System has the potential of containing recorded material, which may have to be admitted in evidence at some point during its lifespan. Irrespective of the format (e.g. DVD, paper copy etc.), images obtained from the CCTV System are treated strictly in accordance with this policy from the moment they are received until their final destruction.

Access to, and the use of, recorded material is strictly for the purposes defined in this policy and a log of access will be kept.

Recorded material is not copied, sold, or used for commercial purposes or the provision of entertainment.

Copyright

Copyright and ownership of all material recorded by virtue of the CCTV System remains with the Data Controller.

Public Information

Warning signs are in place at St Aloysius Federation by areas covered by the CCTV System. The signs indicate the presence of CCTV monitoring.

Complaints

Any complaints about the School's CCTV system should be addressed to the Headteacher.

Breaches of this policy

Any breach of this policy is initially investigated by the Headteacher in order for the appropriate action to be taken.

Appendix A – CCTV Signage

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- o That the area is covered by CCTV surveillance and pictures are recorded
- o The purpose of using CCTV
- o The name of the school
- o The contact telephone number or address for enquiries

