



*"Striving for Excellence Opportunity and
Success for All"*

CCTV Procedure

Policy Reviewed and Updated	February 2022
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Introduction

We use CCTV in various locations around the school site to ensure it remains safe. We will adhere to the ICO's [code of practice](#) for the use of CCTV.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use. The CCTV system is owned by the school, any enquiries about the CCTV system should be directed to the Business Manager.

The purpose of this procedure is to regulate the management, operation and use of the closed-circuit television (CCTV) system at Redmoor Academy. The system comprises of a number of fixed and dome cameras located around the school site. All cameras are monitored from control rooms located on the school site and are only available to selected staff and the Premises Team.

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
- To assist in managing the school.

Statement of intent

The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements of both 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 that are protected under UK GDPR legislation. Cameras will be used to monitor activities within the school, its car parks and other public areas to identify criminal activity actually occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the school site, staff and visitors.

The Premises Team have been instructed that static cameras are not to focus on private homes, gardens and other areas of private property. Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals.

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.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. CCTV will only be released to the media for use in the investigation of a specific crime and with the written authority of the police.

The planning and design have 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.

Operation of the system

The scheme will be administered and managed by the Principal and Business Manager, in accordance with the principles and objectives expressed in this policy. The day-to-day management will be the responsibility of the Premises Team. The CCTV system will be operated 24 hours each day, every day of the year.

Control Rooms

The Premises Team will check and confirm the efficiency of the system weekly and in particular that the equipment is properly recording and that the cameras are functional.

Access to the five CCTV Control Rooms located in the Premises Office, Year Manager's Office, Behavior Office, C Block and the Bungalow will be strictly limited to authorised staff members. Unless an immediate response to events is required, staff in the CCTV Control Rooms must not direct cameras at an individual or a specific group of individuals.

Visitors and other contractors wishing to enter the CCTV Control Rooms will be subject to the particular arrangement as outlined below. Control Room Operators must satisfy themselves over the identity of any other visitors to the Control Rooms and the purpose of the visit. Details of all visits and visitors will be endorsed in the Control Rooms logbooks.

Monitoring procedures

Camera surveillance may be maintained at all times. A monitor is installed in each of the four Control Rooms to which pictures will be continuously recorded.

The CCTV system is on a 14 to 21-day cycle, depending on which CCTV cameras and their locations. The system will automatically update, therefore all requests to view / make copies will need to be made in a timely manner to ensure footage is preserved.

If covert surveillance is planned, it can only be undertaken by the police or the Council using the appropriate authorisation forms.

Evidential Copies

Third parties can make a request for copies of the CCTV footage in accordance with UK GDPR. This request will need to be made under the Subject Access Request procedure. All requests will be assessed and documented. CCTV footage will only be released where Redmoor Academy are satisfied that the footage is a necessary and proportionate response to the request and that it can be released in accordance with UK GDPR legislation. We reserve the right to charge a fee of £10 in such circumstances.

Recordings may be viewed by the police for the prevention and detection of crime. A record will be maintained of the release of recordings to the police. These will be released on the understanding that the recordings remain the property of Redmoor Academy, and both the recordings and information contained on them are to be treated in accordance with UK GDPR.

Breaches of the code (including breaches of security)

Any breach of the Code of Practice by school staff will be initially investigated by the Principal and Business Manager, in order for them to take 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.

Complaints

Any complaints about the school's CCTV system should be made in writing to the Principal, the complaint will be dealt with according to the Academies Complaints Policy.

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 should be made in writing in accordance with our Subject Access Request Policy.

Appendix A**SUBJECT ACCESS REQUEST FOR CCTV FOOTAGE**

Date of footage	
Start time of footage	
End time of footage	
Cameras of required footage	
Current time on recorder	
Time using speaking clock	
Person requesting footage	
Copy of footage has been recorded to DC/DVD/USB	
Serial number of copied media disk	

The above information and associated CCTV footage has been compiled on behalf of;

Redmoor Academy

The footage detail above has been compiled in accordance with the CCTV code of practice 2008. It is the recipient's responsibility to store and dispose of the recorded media in accordance with the CCTV Code of Practice 2008 and the recipient's responsibility for the safekeeping of the footage as detailed above. A copy of the codes can be obtained by visiting www.ico.gov.uk.

Redmoor Academy will maintain a log of access requests detailing who the requests have been made by.

Issuer of the above footage

Name	Signature	Date

Recipient of the above footage

Name	Signature	Date
Address		
Identification		