

Trust Policy



Policy on the use of Closed Circuit Television (CCTV)

Contained within this document:

- Statement of intent
- Siting the cameras
- Covert monitoring
- Storage & retention of CCTV images
- Access to CCTV images
- Subject access request
- Complaints



Policy on the use of Closed Circuit Television (CCTV)



Management log

| | |
|----------------|---|
| Document name | Policy on the use of Closed Circuit Television (CCTV) |
| Author | Alison Ingram, Company Secretary |
| Date approved | March 2018 |
| Date issued | April 2018 |
| Date of review | January 2018 |
| Reviewer | Company Secretary/DPO/IT Director |

Document history

| Version | Date authored | Author | Date approved | Date issued |
|---------|---------------|---------------|---------------|-------------|
| V1 | January 2018 | Alison Ingram | March 2018 | April 2018 |

Background

This document is a trust wide policy which is approved by Directors for use in all trust premises.

It is the responsibility of individual academies to insert information in to the document where indicated so that it is relevant to local circumstances and practice, whilst not removing any content contained within it, prior to the policy being noted by Local Governing Bodies.

Closed Circuit Television CCTV Policy Document for The Suthers School

| Contents | Page Number |
|---|-------------|
| 1 – Introduction | 3 |
| 2 - Statement of Intent | 3 |
| 3 - Siting the Cameras | 3 |
| 4 - Covert Monitoring | 4 |
| 5 - Storage & Retention of CCTV Images | 4 |
| 6 - Access to CCTV Images | 4 |
| 7 - Subject Access Requests | 4 |
| 8 - Access to and Disclosure of Images to Third Parties | 5 |
| 9 – Complaints | 5 |
| 10 - Further Information & Guidance | 5 |
| 11 – Review | 6 |
| Appendix 1 – Checklist of Operation | 7 |
| Appendix 2 – CCTV Signage | 9 |

1. Introduction

The purpose of this document is to regulate the management, operation and use of CCTV systems in our academy.

The Suthers School is currently located on the Toot Hill School site. Toot Hill School uses closed circuit television (CCTV) images to reduce crime and monitor the academy buildings in order to provide a safe and secure environment for pupils, staff and visitors, to prevent the loss or damage to property and to assist in the investigation of accidents, incidents and near misses.

The Suthers School temporary building does not have any CCTV systems in place but is located adjacent to the Toot Hill College building (The Suthers Building) which has CCTV equipment installed.

The CCTV system is owned and operated by Toot Hill School and the deployment of which is determined by Toot Hill School's leadership team, in line with this policy.

The CCTV system will be managed by the ICT support officer and monitored by the Site Manager and the SLT link.

The introduction of, or changes to, CCTV monitoring will be shared with local trade union representatives, staff and the academy community.

The academy'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 and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the academy's use of CCTV and how it complies with the Act.

All authorised operators and employees approved to access images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the academy's data controller in their responsibilities as part of the requirements of this policy document, the academy's safeguarding policies and procedures, e-safety information and the Data Protection Act. All employees are aware of the restrictions in relation to storage of, access to, and disclosure of, recorded images and sound. Failure to adhere to these requirements could lead to disciplinary action.

2. Statement of Intent

The academy complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The checklist of operation (appendix 1) is adapted from this document. Further information is available at:

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

CCTV warning signs will be clearly and prominently placed at all external entrances to the academy, including main staff/pupil and visitor entrances and academy gates, as coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix 2). In areas where CCTV is used, the academy will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The planning and design of the system should minimise any invasion of privacy and ensure that the Scheme will give maximum effectiveness and efficiency, but it is not

possible to guarantee that the system will fully meet this brief or detect every single incident taking place in the areas of coverage.

CCTV data will not be used in any aspect of performance management, unless with the written consent of the employee concerned.

3. Siting the Cameras

Cameras will be sited so they only capture images relevant to the purposes for which they are installed (described above) and care will be taken to ensure that civil rights and privacy are not violated. The academy will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act, cameras will be regularly checked to ensure they have not been moved or tampered with in any way.

The academy will make every effort to position cameras so that their coverage is restricted to the academy's premises, which may include outdoor areas.

CCTV will not be used in classrooms with the exception of the agreed use of equipment designed to provide professional development opportunities, which will only be used with the permission of all involved.

Members of staff upon request will have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring (see section 4).

Only suitably competent contractors with the relevant knowledge and experience will be employed to install and maintain the equipment.

4. Covert Monitoring

Covert monitoring should not normally be considered, and should only be used in exceptional circumstances, for example:

- I. Where there is good cause to suspect that a criminal activity or equivalent malpractice which may constitute gross misconduct;
- II. Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances written authorisation must be obtained from the Company Operations Officer of the trust before allowing such an operation to take place. Unless the Company Operations Officer of the trust is instructed otherwise (e.g. in a police investigation), members of the Trust Executive Board will be informed confidentially about any plans for covert monitoring.

Covert monitoring must cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets or changing areas.

5. Storage and Retention of CCTV images

Recorded data will not be retained for longer than is necessary than to meet the purposes of recording them, and will be deleted/erased appropriately and in line with approved procedures for the academy as documented in appendix 1. While retained,

the integrity of the recordings will be maintained to ensure their evidential value and to protect the rights of the people whose images have been recorded.

All retained data will be stored securely. Access will be limited to named operators/staff only (see appendix 1) whose access is authorised by the Head of School.

6. Access to CCTV images

Access to recorded images will be restricted to those staff authorised to view them by the Head of School/Executive Head/Company Operations Officer or CEO.

A list of staff authorised to view images from this CCTV system will be held by the academy, and listed in appendix 1.

A log will be maintained of when CCTV footage is accessed and reviewed (name of reviewer, date & reason).

7. Subject Access Requests (SAR)

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

All requests must be made in writing to the Head of School. Individuals submitting requests for access will have to provide sufficient information to enable the footage relating to them to be identified & isolated. For example, date, time and location.

The academy will respond to requests within 40 calendar days of receiving the written request.

The academy reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation. Where images of other individuals are on the CCTV footage their permission will be sought before access is allowed.

8. Access to and Disclosure of Images to Third Parties

There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the academy where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Head of School.

The data may be used within the Trust's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

9. Complaints

Complaints and enquiries about the operation of CCTV within the academy should be directed to the Head of School in the first instance. The trust has a Complaints Policy which should be referred to for further advice as to how to make a complaint.

Failure of authorised operators/staff to comply with the requirements of this policy will lead to disciplinary action under the trust's disciplinary procedure.

10. Further Information & Guidance

Further information and guidance on CCTV and its use is available from the following sources:

Data Protection Code of Practice for surveillance cameras and personal information 2015 (published by the Information Commissioners Office www.ico.org.uk):
<https://ico.org.uk/media/fororganisations/documents/1542/cctv-code-of-practice.pdf>

The Government's Surveillance Camera Code of Practice 2013:
<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

Guidance on conducting a privacy impact assessment:
<https://ico.org.uk/media/fororganisations/documents/1595/pia-code-of-practice.pdf>

Regulation of Investigatory Powers Act (RIPA) 2000

Data Protection Act 1998

Freedom of Information Act 2000

Protection of Freedoms Act 2012

Crown Prosecution Service – www.cps.gov.uk

11. Review

This policy will be reviewed every 2 years or sooner if required due to changes in legislation or statutory guidance (e.g. adoption in UK of General Data Protection Regulation).

Appendix 1 – Checklist of Operation

The Academy's CCTV system and the images produced by it are controlled in line with our policy, our data controller will notify the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998).

The Academy has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of users of the site. It will not be used for other purposes. We conduct an annual review of our use of CCTV.

| Action | Date | Print Name & Signature | Review Date |
|---|------|------------------------|-------------|
| Notification has been submitted to the Information Commissioner and the next renewal date recorded. | | | |
| The name of the individual responsible for the operation of the system is: | | | |
| The reason for using CCTV has been clearly defined and installation / use of cameras is the best solution. | | | |
| The system is checked to verify it produces clear images which the law enforcement bodies (usually the police) can use to investigate crime, these can easily be taken from the system when required. | | | |
| Staff and members of the Academy community are consulted about the proposal to install and or continued use of CCTV equipment. | | | |
| Cameras have been sited so that they provide clear images and limit the opportunity to be tampered with. | | | |
| The potential impact on individuals' privacy has been identified and taken in to account in the use of the system. | | | |
| Cameras are located in the following areas: | | | |

| | | | |
|--|--|--|--|
| Cameras have been positioned to avoid intentionally capturing the images of persons not visiting the premises. | | | |
| There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s). | | | |
| Images from this CCTV system are securely stored in _____ and access is limited to the following authorised persons: | | | |
| Recorded images will be deleted after 7 days unless they form part of an incident under investigation. | | | |
| Procedures are in place to respond to the police or individuals making requests for access to data held. | | | |
| Regular checks are carried out to ensure that the system is working properly and produces high quality images. | | | |

Appendix 2 – CCTV Signage

It is a requirement of the Data Protection Act 1998 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded.

The Academy is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:

- That the area is covered by CCTV surveillance and pictures are recorded
- The purpose of using CCTV
- The name of the school
- The contact telephone number or email address of the systems operators for enquiries (this will either be the school or if monitored externally the details of the provider)
- Your signage must include a pictorial image identical to the one shown below

