

# 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	Director of Governance & Compliance
Date approved	Sept 2020
Date issued	Sept 2020
Date of review	May 2022
Reviewer	Education Team & Director of Governance & Compliance

## Document history

Version	Date authored	Author	Date approved	Date issued
V1	January 2018	Alison Ingram	March 2018	April 2018
V2	Aug 2020	Alison Ingram	Sept 2020	Sept 2020

## 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
Appendix 3 - The guiding principles of the Surveillance Camera Code of Practice	10

## 1. Introduction

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

The Suthers 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 system comprises of 9 number of fixed\* and dome\* cameras

The system does not\* have sound recording capability.

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

The CCTV is monitored centrally from the site manager's office by C Cutbush and J Braithwaite

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. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act. 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.

The Trusts Data Protection Policy and Data Retention and Destruction Policy should also be referred to.

## 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 (published by the Information Commissioners Office [www.ico.org.uk](http://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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/282774/SurveillanceCameraCodePractice.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf)

Regulation of Investigatory Powers Act (RIPA) 2000:  
<https://www.legislation.gov.uk/ukpga/2000/23/contents>

Data Protection Act: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Freedom of Information Act: <https://www.legislation.gov.uk/ukpga/2000/36/contents>

Protection of Freedoms Act:  
<https://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Crown Prosecution Service – [www.cps.gov.uk](http://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.

## 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.	01/09/2020	J Braithwaite <i>J A Braithwaite</i>	01/09/2021
There is a named individual who is responsible for the operation of the system. This person is C Cutbush & J Braithwaite	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed on a regular basis.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
Cameras have been sited so that they provide clear images.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
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).	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021

The recorded images will only be retained long enough for any incident to come to light and the incident to be investigated.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
Except for law enforcement bodies, images will not be provided to third parties.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	16/10/2020	J Braithwaite <i>J A Braithwaite</i>	01/10/2021



## 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



## Appendix 3 - The guiding principles of the Surveillance Camera Code of Practice

System operators should adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against reference database for matching purposes should be accurate and kept up to date.