



Introduction

The school recognises that CCTV systems can be privacy intrusive, and for this reason the school has carried out a data protection assessment in order to produce this policy.

This Policy will be reviewed in line with other school policies, unless there is a change to any of the equipment prior to the review date.

Objectives

The purpose of the CCTV system is to assist the school in reaching these objectives:

- (a) To protect pupils, staff and visitors against harm to their person and/or property.
- (b) To increase a sense of personal safety and reduce the fear of crime.
- (c) To protect the school buildings and assets.
- (d) To support the police in preventing and detecting crime.
- (e) To assist in identifying, apprehending and prosecuting offenders.
- (f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence
- (g) To assist in managing the school.

Purpose Of This Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of 8 cameras.

Outside Location: Front reception - Main entrance gate - Rear car park - Reception unit gate – Boiler room

Inside Location: Main reception, Lift/waiting area, KS2 corridor near Library.

Statement Of Intent

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent 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.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the system 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.

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

Recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than required.

System Management

Access to the CCTV system and data shall be password protected.

The CCTV system will be administered and managed by the Headteacher/Premises Officer who will take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. .

The system and the data collected will only be available to the Headteacher, his/her replacement and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours.

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

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than the Headteacher/Premises Officer, requests access to the CCTV data or system, the Headteacher must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading Captured Data Onto Other Media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any downloaded media used to record events from the hard drive must be prepared in accordance with the following procedures: -

- (a) Each downloaded media must be identified by a unique mark.
- (b) Before use, each downloaded media must be cleaned of any previous recording.
- (c) The Headteacher will register the date and time of downloaded media insertion, including its reference.
- (d) Downloaded media required for evidential purposes must be sealed, witnessed and signed by the Headteacher, then dated and stored in locked cabinet. If a downloaded media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the Headteacher, then dated and returned to the cabinet.
- (e) If downloaded media is archived the reference must be noted.

Images may be viewed by the police for the prevention and detection of crime and by the Headteacher, his/her replacement and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any downloaded media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the downloaded media (and any images contained thereon) remains the property of the school, and downloaded media (and any images contained thereon) are to be treated in accordance with Data Protection legislation.

The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the cabinet, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's data protection officer.

Complaints Regarding the Use Of CCTV

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

Request For Access By The Data Subject

The Data Protection Act provides Data Subjects – those whose image has been captured by the CCTV system and can be identified - with a right to access data held about themselves, including those obtained by CCTV. Requests for such data should be made to the Headteacher.

Public Information

Copies of this policy will be available to the public from the school office.



CCTV Monitoring Information

This CCTV system and the images produced by it are controlled by the headteacher, who is responsible for how the system is used and for notifying the Leicester City Council (as landlords,) about the CCTV system and its purpose.

The Herrick Primary School Governing Body have considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of the children, staff and visitors to the school. It will not be used for other purposes. We have produced a school Policy to show how we use the CCTV system.

Notification has been submitted to the Leicester City Council. Further notification will be made if there are any changes / additions to the system	LCC notified - August 2019 Update as and when required	
There is a named individual who takes responsibility for the operation of the system.	Overall responsibility – Headteacher Day to day running of the system – Premises Officer	
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.	Governing Body agreed – Situation reviewed in line with School Policy.	
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.	Yes	Safeguard Secured Co.
Cameras have been sited so that they provide clear images.	Yes	Checked weekly by PO.
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.	Yes	
There are visible signs showing that CCTV is in operation.	Yes	
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.	Yes Stored in locked office	
The recorded images will only be retained long enough for any incident to come to light (eg for a theft to be noticed) and the incident to be investigated.	Yes	
Except for law enforcement bodies, images will not be provided to third parties.	Agreed	
The potential impact on individuals' privacy has been identified and taken into account in the use of the system.	Yes Parents advised system installed to ensure the children, staff and visitors are safe at all times.	
The School 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.	Yes	
Regular checks are carried out to ensure that the system is working properly and produces high quality images.	Yes	

