



## **St Hilary School CCTV Policy**

### **INTRODUCTION**

The purpose of this Policy is to regulate the management, operation and use of the closed Circuit television (CCTV) system at St Hilary School, hereafter referred to as 'the school'. The system comprises a number of static cameras located around the school site. All cameras are monitored from the school office, and are only available to selected staff. The CCTV system and data is owned by the school.

This Policy follows Data Protection Act guidelines.

### **THE SYSTEM**

Camera positions have been carefully located, to ensure they are appropriate and effective whilst minimizing any collateral intrusion. It is impossible, however, to ensure that every incident will be seen or recorded. The CCTV system will be maintained in accordance with the Data Commissioners CCTV code of practice guidelines (2008) and this policy.

### **Maintenance checks**

1. Cameras will be visually checked once a week to ensure that they are operational
2. Recorders will be checked once a month to ensure that they are recording and it is possible to down load images.
3. Camera fixings will be checked to ensure safety and security, during planned maintenance e.g. cleaning cameras
4. Repairs will be made to the system within two weeks if practical, dependent upon cost and CCTV review

Camera images will be recorded and displayed on a CCTV monitor in the School Office. The recording media is a DVR recorder – the images are stored on a hard drive, which is automatically overwritten after seven days.

### **PURPOSE OF CCTV**

The system is intended to provide and promote a safe secure environment for pupils and for those who work or use the facilities of the school; and to protect the school buildings and resources. It is hoped that it will also reduce the fear of crime and anti-social behaviour within the location. The system is intended to view and monitor activity in the immediate area of the school only.

It shall be used for the purpose of:

- preventing and deterring crime & antisocial behaviour;
- pupil, staff and public safety, and;
- assisting responsible agencies in the investigation of crime & antisocial behaviour.

It will achieve this by:

- providing evidential quality images of criminal incidents and suspects, and;
- assisting the responsible authorities in the investigation of crime & disorder.

## **DATA PROTECTION**

The system shall be used in accordance to all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and if appropriate Regulation of Investigatory Powers Act 2000.

## **SIGNAGE**

Signs are displayed at entrance points and within the area covered by the system to inform staff, students and the public.

## **MANAGEMENT OF THE SYSTEM**

The overall management of the system is the responsibility of the Governing Body of the school, who have appointed the Head Teacher, the Premises Manager and the Secretary for the function of Data Controllers.

## **MANAGEMENT AND OPERATION OF CONTROL EQUIPMENT**

The system will be managed in accordance with all relevant legislation.

### **Access and Security**

The day-to-day management and security of the control equipment and data is the responsibility of the Head Teacher and Premises Manager who will follow the data protection guidelines with regard to access to the 'Control Room' by visitors.

### **Incident Reporting**

An incident log/book shall be stored in a secure lockable place, and maintained by the **Premises Manager** so details of any incidents relating to the use of the system are logged.

### **Incident Response**

During monitoring, if criminal or suspicious activity of a serious nature is observed then the school should immediately inform the Police. Once an incident is reported to the Police it will be dealt with in accordance with Police procedure. All other incidents will be logged and dealt with by the relevant authorities. Only authorized staff will have access to the system and the downloaded images.

### **Storage of Recorded Images and their viewing**

- The storage space shall be dust and moisture proof.
- Viewing or copying will be carried out only if it would assist the school in supporting procedures for which the Head teacher is responsible or to address one of the issues stated in the 'purpose of CCTV'.

- Recorded images are not to be taken away from the school premises under any circumstances.
- A record of viewing and copying must be noted in the register.

## **THE REGISTER OF INCIDENTS AND REVIEWS**

The register will include the following:

- When searching or reviewing an incident the purpose of doing so should be recorded. Also note if the search was successful or not.
- Who carried out search and/or copied of the event.
- Persons present (particularly when reviewing).
- Date, start and end time of the incident.
- Date and time of the review/copy.
- Details of the officer or authorised agent, collecting the copied media and their contact details.
- Date of collection along with a signature and name in block capitals, including agency.
- On occasion where the request relates to an ongoing incident or investigation any appropriate reference numbers should also be included.

## **ACCESS TO RECORDED INFORMATION**

The Data Protection Act provides Data Subjects (individuals to whom “personal data relates”) with a right to have access to CCTV images relating to them. People can make a request to view their footage by making a Subject Access Request in writing to the school. Where Subject Access Requests are made on behalf of a data subject, a written signed consent will be required from the subject before the access to the footage is provided.

Applications received from outside bodies (e.g. solicitors or Courts) to view or release recorded data will be referred to the Head teacher. In these circumstances recordings will only be released where satisfactory documentation is produced to support the request.

A fee will be charged for the provision of stored data, £10.00 for subject access requests and a sum not exceeding the cost of materials in other cases.

## **STAFF TRAINING**

- The Head teacher shall ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities as detailed in the ICO’s CCTV code of practice 2008

## **COMPLAINTS**

- Any complaints about the schools CCTV system should be addressed to the Head teacher.
- Complaints will be investigated in accordance with this Policy.

## **BREACHES OF THE POLICY**

- Misuse of recorded imagery or the system will be a disciplinary offence.
- Any breaches of the policy by school staff will be individually investigated by the Head teacher, and appropriate disciplinary actions taken.
- Disciplinary action can also include prosecution under the data protection act and criminal proceedings.

## **Signatures**

Head teacher: Mrs K Butcher

Date:

Chair of governors: Mr P Scrase

Date:

To be reviewed: Bi-annually

December 2015