





CCTV Policy

Date Adopted:	September 2021
Last review date:	September 2023
New review date:	September 2024
Review cycle:	Annual
Signed by Governors	
Signed by Headteacher:	1. 

1. Introduction

The purpose of this Policy is to regulate the management closed-circuit television (CCTV) system at Holly Lodge High School, hereafter referred to as 'the school', operation and use of the

The CCTV system is owned by the school the name of the security company GBE Fire and Security Ltd. The make and model The CCTV system is owned by the school. 59 3 rotate 5b fixed – Dedicated Minus System. There are 7 cameras located in teaching rooms and corridors.

2. On a day-to-day basis, cameras are monitored by the Caretaker reporting to the School Business Manager and Head Teacher. Recorded images from any camera can only be accessed with express permission from either the Head Teacher; or the Safeguarding Lead; Behavior & Standards AHT can access and give permission to his team to view CCTV; or School Business Manager. Once any member of staff has gained permission, they must ensure they follow the process in line with section 6 of this document – heading, Operational Control & Protocols.

The systems will not be used for any other purpose other than those set out in this document without prior consultation with the Head Teacher or School Business Manager and where appropriate, notification to staff. No other member/s of staff is allowed to install any similar equipment for any purposes without obtaining prior permission from the Head Teacher only.

This Policy has been drafted in compliance with the requirements of the General Data Protection Regulation, hereafter referred to as GDPR.

The ongoing suitability of the Schools CCTV Policy will be reviewed annually by the School Governing Body.

3. Objectives of the CCTV Policy

This Policy covers the use of CCTV systems on the school site, which capture moving and still images of people who could be identified, for the following purposes.

- To protect school buildings, and their assets within
- To increase personal safety of those within, and visiting the school community
- To act as a deterrent for violent behaviour and damage to the school
- To support the Police in a bid to deter and detect crime
- To assist in identifying, apprehending, and disciplining offenders

4. Statement of Intent

The school will treat the system and all information, documents and recordings obtained and used as data, which are protected by the GDPR, and will be processed in accordance with the requirements of the regulation.

Cameras will be used to monitor activities within allocated areas around school; to identify criminal activity occurring, anticipated or perceived, and in order to ensure the safety and wellbeing of the school community.

The school will only operate overt surveillance and will display signs in the areas of the school where this is in operation. Covert surveillance (i.e. which is intentionally not shared with the individuals being recorded) is not condoned by the school.

Warning signs, have been placed at all access routes to areas covered by the school CCTV, as required by the Code of Practice of the Information Commissioner.

The CCTV system will not be trained on individuals unless an immediate response to an incident is required.

The CCTV system will not be trained on private vehicles or property outside the perimeter of the school.

5. The Data Protection Principles

Data collected from CCTV will be processed in accordance with the principles of the GDPR. As such, all data will be:

- (a) Processed lawfully, fairly and in a transparent manner in relation to individuals.
- (b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- (c) Adequate, relevant, and limited to what is necessary in relation to the purpose(s) for which they are processed
- (d) Accurate and where necessary, kept up to date
- (e) Kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed
- (f) Processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction, or damage, using appropriate technical and organisational measures.

6. Operational Control & Protocols

Access to the CCTV system, software, and data, will be strictly limited to authorised operators and is password protected.

The system will be managed by Mr Tony Ward, Caretaker in accordance with the principles and objectives expressed in this Policy.

Alongside the main school CCTV system monitored by Mitie FM outlines in Appendix 1 the school procedures for operational and access control of the additional wireless CCTV cameras. The adheres to GDPR principles and compliance. A log sheet for Data Viewed must be completed by the authorised officers and the Request for Copy of Data too. Refer to Appendix 2 and 3.

The day-to-day administration of the system will be the responsibility of the Caretaker during the day, out of hours and at weekends.

The CCTV system will be operated, and motion sensors are in use 24 hours a day every day of the year. Any data will remain for the period of 30 days. After which the system overwrites and starts monitoring again.

The Operational Controller will check and confirm the efficiency of the system once week, a log is kept and updated and in particular, to confirm that the equipment is properly recording and that cameras are functional.

The System Administrator will ensure that **all** staff involved with the operation of the CCTV system are properly trained and fully understand their roles and responsibilities in respect of data protection e.g.:

- the user's security policy (procedures for access to recorded images.
- the user's disclosure policy.
- rights of individuals in relation to their recorded images.
- Training records will be maintained accordingly.

Access to the CCTV 'viewing monitors' will be limited to selected administrative staff together with those directly involved in the security of the school.

Staff, visitors and others entering areas with CCTV viewing monitors will be subject to particular arrangement as outlined below.

Authorised staff will satisfy themselves over the identity of visitors to the area and The purpose of their visit. Where any doubt exists, the CCTV monitors will be switched off for the duration of visit.

Operations of the equipment will be managed with the minimum of disruption. Casual observations will not be permitted.

If an emergency arises out of hours, permission will be obtained from The Head Teacher or School Business Manager in line with your schools procedure to view or process recorded material.

Other operational functions will include maintaining recorded materials and hard disc space, filing and maintaining occurrence and system maintenance logs.

Incidents involving the Emergency Services will be notified to the Head Teacher and School Business Manager.

7. Monitoring Procedures

Camera surveillance may be maintained at all times.

Pictures will be continuously recorded or when activated by movement.

No covert monitoring will be undertaken until the circumstances have been considered by, and written authorisation obtained from The Head Teacher School Business Manager and is in line with your schools' procedures.

8. Recorded Material Procedures

In order to maintain and preserve the integrity of the recorded material used to record events from the CCTV system, and the facility to use them in any future proceedings, the following procedures for their use and retention **will** be strictly adhered to:

- (a) Each item of recorded material will be identified by a unique mark.
- (b) The system will register the date and time of recorded material insert, including recorded material reference.
- (c) Any recorded material required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure recorded material store. If recorded material is not copied for the Police before it is sealed, a copy may be made at a later date, it will then be resealed, witnessed, signed by the Controller, dated and returned to the evidence material store.
- (d) If the recorded material is archived the reference will be noted.

Recorded materials may be viewed by / released to third parties, only in the following prescribed circumstances, and then only to the extent required by law:

- The police, where any images recorded would assist in a specific criminal inquiry.
- Prosecution agencies, such as the Crown Prosecution Service (CPS).
- Relevant legal representatives such as lawyers and barristers.
- Persons whose images have been recorded and retained, and where disclosure is required by virtue of data protection legislation, or the Freedom of Information Act.

A record will be maintained of the release of recorded materials to the Police or other authorised applicants. A register maintained by the Controller will be made available for this purpose.

Viewing of recorded materials by the Police will be recorded in writing and in a log book.

Recorded materials will be released to the Police but will remain the property of the school, and both the recorded material and information contained on it are to be

treated in accordance with this document.

The school retains the right to refuse permission for the Police to pass to any other person, the recorded material or any part of the information contained thereon.

Upon a court of law request the release of an original recorded material will be produced from the secure recorded material store, complete in its sealed bag.

If the Police require the school to retain the stored recorded materials for use as evidence in the future, such recorded materials will be properly indexed and properly and securely stored until they are required by the Police.

Requests for access or disclosure will be recorded and the Head Teacher or School Business Manager in line with school procedure will make the final decision as to whether the recorded images may be released to persons other than the police.

9. Record Keeping / Incident Logs

The school will maintain adequate and comprehensive records relating to the management of the system and incidents. Model documents from the installers/providers of CCTV system may be utilised for this purpose.

10. Retention of Data

There are no specific guidelines about the length of time data images should be retained. Consequently, the period of retention will be determined locally, will be documented and understood by those operating the system and will be for the minimum period necessary to meet the objectives of the CCTV scheme. A period of 30 days is considered adequate unless determined otherwise.

Measures to permanently delete data will be clearly understood by persons that operate the system.

Systematic checks will be carried out to ensure the deletion regime is strictly followed.

Where CCTV data is required to assist in the prosecution of a criminal offence, data will need to be retained until collected by the Police.

11. Breaches of the Policy (including breaches of security)

Any breach of the policy by school staff will be initially investigated by the Safeguarding Lead and the School Business Manager to determine appropriate action, if necessary, and to make recommendations on how to remedy the breach in liaison with the schools Data Protection Officer.

12. Assessment of the CCTV System

An annual assessment will be undertaken by The Head Teacher or School Business Manager in line with school procedure to evaluate the effectiveness of the CCTV system.

The outcome of the assessment will be reported to the Schools Governing Body who will determine if the system is achieving the objectives of the scheme, or if modifications are required.

13. Access by the Data Subject

The GDPR provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.

Individuals have the right to submit a subject access request in order to gain access to their personal data.

If the data subject is not the focus of the footage i.e. there are more individuals visible, or the data subject has not been singled out, or had their movements tracked then the images are not classed as 'personal data'. Therefore, the individual is not entitled to the image under the provisions of Subject Access Requests.

In such instances, the school will verify the identity of the individual making the request before any information is provided.

All requests will be responded to without delay, and at the most within one calendar month.

Requests for access or disclosure will be recorded and the Head Teacher or School Business Manager in line with school procedure will make a final decision as to whether recorded images may be released to persons other than the police.

14. Complaints

Any complaints about the school's CCTV system should firstly be made, in writing, to The Head Teacher. Complaints will be investigated in accordance with section 11 of this document.

If an individual is dissatisfied with the assistance that they have received from the school they can contact the schools Data Protection Officer at gdpr@sips.co.uk or on telephone number 0121 296 300. A formal complaint can also be made to the Information Commissioners Office who is an independent regulator. This can be done via the website at www.ico.org.uk; Telephone: 0303 123 1113; or in writing to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A.

15. Further Information

Information in respect of data protection issues may be obtained from the Schools Data Protection Officer at gdpr@sips.co.uk or on telephone number 0121 296 3000

The Information Commissioners website www.ico.gov.uk will contain the most up to date information and should be consulted on a regular basis to ensure all elements of this policy continue to reflect current guidance.

Addendum to Section 6 of the school's CCTV Policy – Operational Controls and Protocol Reviewed September 2023

School has additional wireless network points; this enables additional CCTV and remote viewing on authorised devices.

The only authorised personnel with access to view footage will be:

1. The Head Teacher – Mr Imran Iqbal
2. The Deputy HT – Mrs Deborah Southall
3. The Assistant HT for Behaviour and Standards – Mr Kevin Burns

As a contingency in the absence of the above members of staff:

1. The Deputy HT – Mrs Ruth Ashbee
2. The Deputy HT – Mr Jonathon Pierce
3. The School Business Manager – Mrs Dawn Broadbent

Each time any CCTV footage is viewed the procedures as per section **6. Operational Controls and Protocols** of the main school's CCTV policy must be followed and footage, data processed in accordance with the principles of GDPR.

Access to this CCTV system, footage, software and data is strictly limited to the named officers who are the authorised personnel. It is password protected.

Each time any footage is viewed a Log Sheet of Data viewed must be completed.

Each time any copies of footage are taken of the system the form Request to Copy Data must be completed, this forms a crucial part of the process of compliance.

Appendix 1 – Compliant with Section 6 of the school’s CCTV Policy – Operational Controls and Protocols

School has additional wireless network points; these run alongside Mitie’s CCTV system and this enables additional CCTV and remote viewing on authorised devices, laptops only. Remote viewing will be restricted to site access only.

The only authorised personnel with access to view footage will be:

4. The Head Teacher – Mr Imran Iqbal
5. The Deputy HT – Mrs Deborah Southall
6. The Assistant HT for Behaviour and Standards – Mr Kevin Burns

As a contingency in the absence of the above members of staff:

4. The Deputy HT – Mrs Ruth Ashbee
5. The Deputy HT – Mr Jonathon Pierce
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