



Ken Stimpson Community School

## **Closed Circuit Television (CCTV) Policy**

Last Reviewed: - December 2020

Ken Stimpson Community School  
Closed Circuit Television (CCTV) Policy – December 2020

## Policy Cover Sheet

Document Name:	Closed Circuit Television (CCTV) Policy
Type of document:	Policy
Purpose of document:	This document outlines the CCTV Policy adhered to by Ken Stimpson Community School.
Intended audience:	Students, Staff, Parents and members of the public
Document lead/author	Technical Services Manager
Document status: (Draft/Live/Withdrawn)	Live
Document ratified/approved by: (If applicable)	Governing Body – Finance and Premises
Document approval date: (If applicable)	
Dissemination method:	Available to download via the school website

Ken Stimpson Community School  
Closed Circuit Television (CCTV) Policy – December 2020

## Contents

Policy Cover Sheet.....	2
1. Introduction.....	4
2. Purpose & objective .....	4
3. Statement of Intent.....	4
4. Siting of Cameras .....	5
5. Operation of the system .....	5
6. Monitoring Procedures.....	5
7. Covert Monitoring.....	5
8. Storage.....	6
9. Disclosure of Images.....	6
10. Subject Access Requests .....	6
11. Complaints.....	7
12. Review & Updates to this policy .....	7
13. Contacts .....	7

## 1. Introduction

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

The system comprises a number of fixed and dome cameras located around the school site. The cameras are only available to selected senior staff or their authorised representatives.

This policy follows Data Protection Act 1998 Guidelines & is mindful of the updated Data Protection act currently going through UK Parliament, which brings UK Law in line with the EU GDPR Directives.

## 2. Purpose & objective

The purpose & objectives of the CCTV system are:

- To protect the school buildings and their assets
- To increase personal safety and reduce the fear of crime
- To support the police in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public and private property
- To assist in managing the school

## 3. Statement of Intent

The CCTV scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements of both the Data Protection Act and the Commissioner's code of practice. The school will treat the system and all information, documents and recordings obtained and use as data which are protected by the Act.

Camera's will be used to monitor activities within the school (both internal and external) to identify criminal activity actually occurring, anticipated or perceived and for the purpose of securing the safety and well being of the school, together with its visitors.

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 and with the written authority of the police. Images will never be released to the media for the purposes of entertainment.

The planning and design has endeavoured to ensure that the scheme 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 have been placed at all access routes to areas covered by the school CCTV.

#### 4. Siting of Cameras

Camera's will be sited so they only capture images relevant to the purposes for which they are installed (As described above) and care will be taken to ensure that reasonable privacy expectations are not violated. The school will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act

The school will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas. Camera's will not be focused on private homes, gardens and other areas of private property.

CCTV will not be used in classrooms with the exception of IT Suites, IEU & Alternative provision.

#### 5. Operation of the system

The scheme is administered and managed by the Technical Services Manager & IT Services, in accordance with the principals and objectives expressed in the code. Overall responsibility for the scheme lies with the Principal of the school.

The day-to-day management will be the responsibility of the IT Services Department. Maintenance works & upgrades may be carried out by external contractors.

The CCTV System will be operated 24 hours each day, every day of the year.

#### 6. Monitoring Procedures

Camera Surveillance may be maintained at all times.

Cameras may be monitored from the server room, using installed monitors or remotely over the data network.

Access to the Cameras over the data network is strictly controlled via a process of computer logins & passwords. At the time of writing, access is limited to the IT Services Department & Site staff only.

#### 7. Covert Monitoring

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained as set out in the Regulation of Investigatory Power Act 2000.

Any covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of marking the recording and will only relate to the specific suspected unauthorised activity.

Any decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom

## 8. Storage

Recordings are stored digitally. The duration of storage is dependent upon the amount of activity on site (Detected movement causes higher storage requirements) This duration will not exceed 1 calendar month.

For long term storage of identified incidents, recordings may be copied to secure file servers on the data network.

## 9. Disclosure of Images

Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- The police and other law enforcement agencies, where the images recorded could assist in the prevention or detection of a crime, the identification and prosecution of an offender or the identification of a victim or witness.

The school has a formalised sharing agreement with the police.

Images disclosed to third parties will be provided via access controlled, secure online storage. A digital record will be kept of images provided displaying the following: -

- Person requesting the footage
- Time & Date of the request
- Time & date of the incident requested
- Description of the incident

Applications received from third parties not on the list (i.e Solicitors) to view or release media will be referred to the Principal. In these circumstances' media may be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response for a Court Order.

## 10. Subject Access Requests

Individuals have the right to view data held about themselves, including those obtained by CCTV

All requests should be made in writing to the headteacher. Individuals submitting requests for access will be asked to provide sufficient information to enable the data relating to them to be identified. For example, date, time and location

The school will first determine whether the disclosure of your images will reveal third party information as you have no right to view CCTV images relating to other people. In this case, still images may be approved for release by the Principal with third parties obscured.

The school reserves the right to refuse to images from CCTV where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

### 11. Complaints

Complaints will be dealt with in accordance with the school's complaints policy.

### 12. Review & Updates to this policy

This policy will be reviewed as it is deemed appropriate or changes in the law require.

The policy review will be undertaken by the Technical Services Manager or nominated representative.

### 13. Contacts

If you have any enquires in relation to this policy, please contact the Technical Services Manager.