



Closed Circuit Television (CCTV) Policy

INTRODUCTION

Witton Middle School uses CCTV images to reduce crime and monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, as well as to prevent the loss or damage to school property.

The system comprises of a number of fixed and dome cameras. It does not have sound recording capability. The system is owned and operated by the school and the deployment of which is determined by the school's leadership team.

The school's CCTV scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998. The use of CCTV and the associated images is covered by the Data Protection Act 1998. This policy outlines the school's use of CCTV and how it complies with the Act.

All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained by the school data controller in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images.

STATEMENT OF INTENT

The school 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 Code is published at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

CCTV warning signs will be clearly and prominently placed at all external entrances to the school.

SITING THE CAMERAS

Cameras will be sited so they only capture images relevant to the purposes for which they are installed 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.

COVERT MONITORING

The school may in exceptional circumstances set up covert monitoring. For example where there is good cause to suspect that an illegal or unauthorised action(s) is taking place; where there are grounds to suspect serious misconduct or where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances, authorisation must be obtained from a member of the senior leadership team.



Covert monitoring must cease following completion of an investigation. Cameras sited for the purposes of covert monitoring will not be used in areas which are reasonably expected to be private, for example toilets.

STORAGE AND RETENTION OF CCTV IMAGES

Recorded data will not be retained for longer than is necessary. 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.

OPERATION

Images captured by the system are recorded continuously and may be monitored in the Control Room. Images displayed on monitors are not visible from outside the Control Room and access is strictly limited. Staff working in the Control Room are made aware of the sensitivity of handling CCTV images.

Signs must be placed so that members of the public are aware they they are entering a zone which is covered by CCTV cameras.

ACCESS TO CCTV IMAGES

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

SUBJECT ACCESS REQUESTS

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. All requests should be made in writing to the Headteacher. Individuals submitting request for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time and location. The school will respond to requests within 40 calendar days of receiving the written request and fee. A fee of £10 will be charged per request. The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an ongoing investigation.

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 Policy and service providers to the school where these would reasonably need access to the data (Local Authority Human Resources Investigators). Requests should be made in writing to the Headteacher. The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

COMPLAINTS

Complaints and enquiries about the operation of CCTV within the school should be directed to the Headteacher in the first instance.

This policy appears on the school website

Prepared by: Business Manager Responsibility of: Business Manager

Agreement Date: 20.12.2018 Review Date: December 2020

This Policy was prepared giving due regard to the disabilities and/or special education needs, age, race, religion or belief, sex/sexual orientation, gender/gender reassignment, marriage and civil partnership, pregnancy and maternity of the children and staff at Witton Middle School and its community.

VERSION CONTROL

Date	Version	Approved by	Title	Changes
13.11.17	Draft		CCTV	New policy
20.12.2018	1	FGB	CCTV Policy	School Responsibilities Updated