



Use of the CCTV System Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:

Resources

Date Approved:

19th November 2018

Review Period:

3 yearly

Next Review Date:

Autumn 2021

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017

Limpsfield Grange School Use of CCTV System Policy

Background and rationale

The purpose of this policy is to regulate the management, operation and use of the closed circuit television (CCTV) at Limpsfield Grange School. This policy follows the guidelines published by the Home Office and the Information Commissioners Office (ICO) 2008 on the use of CCTV in public places.

The school recognises that CCTV systems can be privacy intrusive.

Aims of the policy

The purpose of this policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school.

Objectives of the CCTV System

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

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

Statement of Intent

Notification has been submitted to the Information Commissioner and the next renewal date has been recorded.

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 7 days when it is automatically overwritten.

The system

The CCTV system used by the school comprises of:

Camera number	Camera type	Location	Sound Y/N	Recording capacity Y/N	Swivel/ Fixed S/F
1	Analogue	Car park viewing North	N	Y	F
2	Analogue	Taxi point +chalets	N	Y	F
3	Analogue	Car park viewing South	N	Y	F
4	Analogue	Driveway + registration numbers	N	Y	F
5	Analogue	Under archway	N	Y	F
6	Analogue	Playground viewing East	N	Y	F
7	Analogue	Playground viewing West	N	Y	F
8	Analogue	Swimming pool main entrance	N	Y	F
9	Analogue	Swimming pool emergency exit	N	Y	F
10	Analogue	Back lawn viewing North	N	Y	F
11	Analogue	Outside dining room viewing East	N	Y	F
12	Analogue	Main building main corridor	N	Y	F
13	Analogue	Independent learning space	N	Y	F
14	HD	Entrance hall viewing West	N	Y	F
15	Analogue	Entrance hall viewing East	N	Y	F
16	Analogue	Senior entrance to residential	N	Y	F
17	Analogue	Junior entrance to residential	N	Y	F
18	HD	Visitors parking bays	N	Y	F
19	Analogue	Main gates	N	Y	F

System Management

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

The CCTV system will be administered and managed by Tim Bunn, Premises Manager who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Premises Manager the system will be managed by Emma Phillips, Deputy Head.

The system and the data collected will only be available to the Premises Manager, his 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 per day, every day of the year, though the school does not guarantee that it will be working during these hours.

The Premises Manager 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 those mentioned in paragraph 5.3 above, requests access to the CCTV data or system, the Premises Manager must satisfy himself 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/date 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 download media used to record events from the hard drive must be prepared in accordance with the following procedures:

- Each download media must be identified by a unique mark.
- Before use, each download media must be cleaned of any previous recording.
- The Premises Manager will register the date and time of download media insertion, including its reference.
- Download media required for evidential purposes must be sealed, witnessed and signed by the Premises Manager, then dated and stored in a separate secure evidence store. If a download 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 Premises Manager, then dated and returned to the evidence store.
- If download 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 Premises Manager, his replacement and the Headteacher 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 download 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 download media (and any images contained thereon) remains the property of the school, and download 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 secure evidence store, 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 the Headteacher in consultation with the school's Data Protection Officer.

Complaints about the Use of CCTV

- Any safeguarding concerns regarding the access and use of the schools CCTV system should be recorded and reported to the DSL or a Deputy DSL
- Any complaints about the school's CCTV system should be addressed to the Headteacher.
- Complaints will be investigated in accordance with this policy.

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 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.

This policy will be monitored through

- Premises Manager observations
- Regular monitoring by the School Business Manager
- Headteacher reports to Governors (whenever necessary)

Related policies and documents

- Child Protection & Safeguarding Policy
- Health & Safety Policy
- Lettings Policy
- Data Protection Policy

Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within the school.

Data Protection Officer: Craig Stilwell

Company: Judicium Consulting Ltd.

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Telephone: 0203 326 9174

Related links

<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

<http://www.itpro.co.uk/data-protection/28085/what-is-the-data-protection-act-1998-2>

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

Review

Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every three years.

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed

Dated
