



Closed Circuit Television (CCTV) Policy

This CCTV policy will be reviewed annually by the finance and general purposes committee of the governing body.

Date of last review: Spring 2018

Date of next review: Spring 2019

Introduction

Carlton le Willows Academy uses closed circuit television (CCTV) to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, and to prevent the loss or damage to school property.

The system comprises of a number of fixed and TPZ (tilt, pan and zoom) cameras.

The system has sound recording capability.

The CCTV system is owned and operated by the Academy and the deployment of which is determined by the Academy's leadership team.

The CCTV is managed and monitored centrally by the Trust Network Manager.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with staff and the school community.

The Academy'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 and any sound recordings, is covered by the Data Protection Act 1998. This policy outlines the Academy's use of CCTV and how it complies with the Act and subsequent General Data Protection Regulations (GDPR) which will apply from 25 May 2018.

All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images and sound. All operators are trained by the Academy 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 and sound.

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 of Practice 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 Academy, including school gates if coverage includes outdoor areas. In areas where CCTV is used, the Academy will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

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.

Positioning 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 Academy will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act.

The Academy will make every effort to position cameras so that their coverage is restricted to the school premises, which may include outdoor areas.

CCTV will not be used in classrooms with the exception of the consequences room.

Members of staff should have access to details of where CCTV cameras are situated.

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.

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 (SAR)

Individuals have the right to request access to CCTV footage relating to them under the Data Protection Act.

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 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 (optional at the Academy's discretion).

The Academy 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 Police and service providers to the Academy where these would reasonably need access to the data (e.g. investigators).

Requests should be made in writing to the Headteacher.

The data may be used within the Academy'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.

Further Information

Further information on CCTV and its use is available from the following:

- CCTV Code of Practice Revised Edition 2008 (published by the Information Commissioners Office)
- www.ico.org.uk
- Regulation of Investigatory Powers Act (RIPA) 2000
- Data Protection Act 1998 and subsequent GDPR