



CCTV USAGE POLICY

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New Road Academy CCTV Usage Policy

This policy has been drawn up to govern the use of CCTV in the school environment and those involved in the operation and installation of the academy's CCTV system. The policy is written in sympathy with guidelines published by the Information Commissioners Office (ICO), Video surveillance (including guidance for organisations using CCTV)

The policy will evolve to reflect the Learning Community Trusts CCTV policy, once complete.

Purpose of CCTV

The system is intended to provide and promote a safe secure environment for pupils and for those who work or use the facilities of the academy; and to protect the academy buildings and resources. It is hoped that it will also reduce the fear of crime and anti-social behaviour within the location. The system is intended to view and monitor activity in the immediate area of the academy ONLY.

It shall be used for the purpose of:

- Preventing and deterring crime & antisocial behaviour;
- Student, staff and public safety, and;
- Assisting responsible agencies in the investigation of crime & antisocial behaviour

It will achieve this by:

- Providing evidential quality images of criminal incidents and suspects, and;
- Assisting the responsible authorities in the investigation of crime & disorder

Data Protection

The system shall be used in accordance with all relevant laws and guidelines, including the General Data Protection Regulation (GDPR), The Human Rights Act 1998 and if appropriate Regulation of Investigatory Powers Act 2000.

The System

The CCTV Camera positions have been carefully located to ensure they are appropriate and effective whilst minimising any collateral intrusion. It is impossible, however, to ensure that every incident will be seen or recorded. The CCTV system will be maintained in accordance with the ICO and this policy.

Maintenance checks

- Cameras are checked regularly by the ICT technician
- The system uses an online application to store the recordings, and ICT technician regularly checks the system is functional.
- Camera fixings will be checked to ensure safety and security, during planned maintenance e.g. cleaning cameras by the Estates Team / ICT Technician
- Technical issues will be reported ICT Technician by CCTV users

Access to Footage and Recordings

Access

The following roles have a log in to the system to watch and record footage:

- ICT Technician
- Business Manager
- Lead for Behaviour & Engagement

Any access made to view CCTV footage is recorded in the CCTV log held on SharePoint, which

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includes:

- Date and time of viewing
- Date and time of recording
- Who is viewing the footage
- Why is the footage being used
- Where in the building is the recording of
- Has there been a recording made

Recording

If a recording of the footage is required, this is logged in the CCTV log, and given a destruction date, in most cases with 30 days. In exceptional circumstances, it may not be given a date e.g., Police investigation ongoing.

Stored recordings are generally held when staff are reviewing incidents later in the day/week, relating to appropriate sanctions.

In most instances viewing of the footage by parents/carers or students is not generally required. In instances where it is deemed appropriate for the footage to be viewed by them, steps are taken to protect the GDPR rights of any other individuals in the footage. In most circumstances this can be achieved by blurring the image so individuals cannot be identified, whilst producing a couple of still shots showing where the student/adult in question is, to then follow the blurred footage.

CCTV footage can also be viewed as evidence in a Governors Behaviour Panel meeting, or for an Exclusion Panel.

Police enquiries regarding CCTV will be agreed too on the provision of the appropriate paperwork if recordings are required.

Signage

Signs are displayed at entrance points and within the area covered by the system to inform staff, students and the public.

Management of the system

The overall management of the system is the responsibility of the Governing Body who have delegated the responsibility to the Headteacher, Business Manager and ICT Technician.

Management and operation of control equipment

The system will be managed in accordance with all relevant legislation.

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- On occasion where the request relates to an on-going incident or investigation any appropriate reference numbers should also be included

Access to recorded information

GDPR provides Data Subjects (individuals to whom “personal data relates”) with a right to have access to CCTV images relating to them. People can make a request to view their footage by making a Subject Access Request in writing or verbally to the school. Where Subject Access Requests are made on behalf of a data subject, a written signed consent will be required from the subject before the access to the footage is provided. Students and/or their parents can make a request to view relevant footage by making a prior appointment primarily through Deputy Head (Pastoral), however, requests via other staff members will be considered.

Applications received from outside bodies (e.g., solicitors or Courts) to view or release recorded data will be referred to the Headteacher who will seek legal advice if necessary. In these circumstances recordings will only be released where satisfactory documentation is produced to support the request.

A 'reasonable fee', which is currently set at £10 for the administrative costs of complying with a request if it is manifestly unfounded or excessive, or if an individual requests further copies of their data.

Staff training

- The Headteacher shall have responsibility to ensure that all appropriate staff are trained on the use of the equipment and are familiar with their data protection responsibilities as detailed in the ICO's CCTV code of practice 2008

Complaints

- Any complaints about the schools CCTV system should be addressed to the Headteacher
- Complaints will be investigated in accordance with this Policy

Breaches of policy

- Misuse of recorded imagery or the system will be a disciplinary offence
- Any breaches of the policy by school staff will be individually investigated by the Headteacher, and appropriate disciplinary action taken
- Disciplinary action may also include prosecution under the Data Protection Act and criminal proceedings may follow