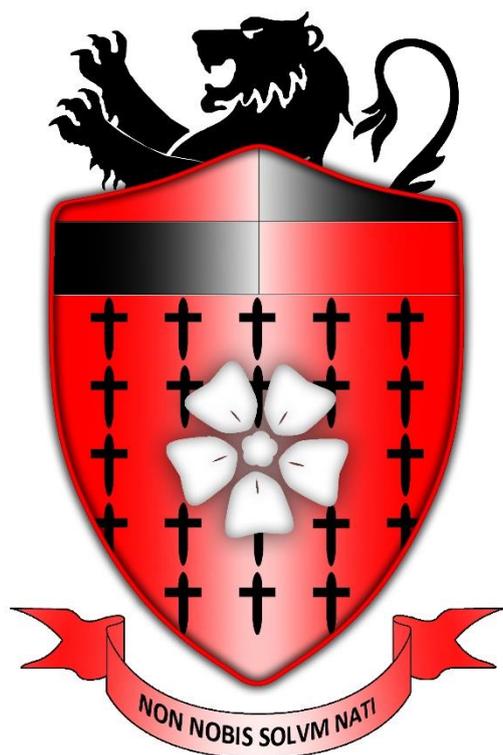


# Hornsea School & Language College



## CCTV Policy

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## **CCTV POLICY**

### **Introduction**

Under the Protection of Freedoms Act 2012 the processing of personal data captured by CCTV systems (including images identifying individuals) is governed by the Data Protection Act and the Information Commissioner's Office (ICO) has issued a code of practice on compliance with legal obligations under that Act. The use of CCTV by schools is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is.

### **Objectives and targets**

This CCTV policy explains how Hornsea School and Language College will operate its CCTV equipment and comply with the current legislation.

### **Action plan**

The school uses CCTV equipment to provide a safer, more secure environment for pupils and staff as well as seeking to reduce and minimise inappropriate behaviour and other illegal activities. Essentially it is used for:

- The investigation and detection of illegal activities.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
- To assist investigation into incidents taking place in the school, and corroborate or dismiss claims about an incident.
- Safeguarding public, pupil and staff safety.
- Monitoring the security of the site.

The school does not use the CCTV system for covert or intrusive monitoring of pupils or staff.

### **Location**

Cameras are located in those areas where the school has identified a need and where other solutions are ineffective. The school's CCTV system is used solely for the purposes identified above and is not used to routinely monitor employee or visitor conduct. Cameras are **not** currently in use in areas where the subject has a heightened expectation of privacy e.g. changing rooms or toilets. Please see Appendix A for a full list of current camera locations.

### **Maintenance**

The CCTV system is maintained by Hornsea School and Language College.

The school is responsible for:

- Ensuring the school complies with its responsibilities in relation to guidance on the location of the camera.
- Ensuring the date and time reference are accurate.
- Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
- Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.

### **Identification**

In areas where CCTV is used the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area.

The signs will:

- Be clearly visible and readable.
- Be displayed internally and externally
- Be an appropriate size depending on context.

### **Type of equipment**

The school's standard CCTV cameras record visual images only and do not record sound.

### **Administration**

All operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are fully aware of data protection responsibilities. Access to recorded images is restricted to staff that need to have access in order to achieve the purpose of using the equipment. Access to the system is password protected and all log in and usage is logged on the CCTV system creating an audit trail of usage. All access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Under the Schools (Specification and Disposal of Articles) Regulations 2013, school staff can view CCTV footage in order to make a decision as to whether to search a pupil for an item. If the recorded footage reveals that theft has been committed by an employee, this evidence may be used in a disciplinary case.

Any abuse or misuse of the system by the operators may result in action being taken under the School's Disciplinary Policy.

## **Access requests**

All requests to access data captured by the CCTV's must be done via e mail to one of the authorised system administrators. In the e mail the member of staff requesting the data must include the following information:

1. Date and approximate time of data to be review
2. Area in school to be reviewed
3. Reason for the request

This system allows the authorised users to keep an accurate log of all information that has been requested and the reasons that they have accessed the CCTV system.

The system administrator may refer any request to the Headteacher or a senior member of staff if they feel the request for access isn't in line with the points cover in the Action Plan section of this policy.

## **Image storage, viewing and retention**

Recorded images will be stored in a way that ensures the integrity of the image and in a way that

allows specific times and dates to be identified. Access to live images is restricted to the CCTV

operator unless the monitor displays a scene which is in plain sight from the monitored location.

Recorded images can only be viewed in a restricted area by approved staff. The recorded images are

viewed only when there is suspected criminal activity and not for routine monitoring of pupils, staff or visitors unless the camera(s) are installed to monitor the safe movement of persons through a

designated area e.g. corridors (these areas will be identifiable by clear signs). The school reserves the right to use images captured on CCTV where there is activity that the school cannot be expected to ignore such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. Images retained for evidential purposes will be retained in a secure area accessible by the system administrator only.

Where images are retained, the system administrator will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed. Neither the Data Protection Act nor the Information and Records Management Society prescribe any specific minimum or maximum periods which apply to CCTV recorded images. The school ensures that images are not retained for longer than is necessary. Once the retention period has expired, the images are removed or erased.

## **Disclosure**

Disclosure of the recorded images to third parties can only be authorised by the Headteacher.

Disclosure will only be granted:

- If its release is fair to the individuals concerned.
- If there is an overriding legal obligation (e.g. information access rights).
- If it is consistent with the purpose for which the system was established.

All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.

NB: Disclosure may be authorised to law enforcement agencies, even if a system was not established to prevent or detect crime, if withholding it would prejudice the prevention or detection of crime.

### **Subject access requests**

Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images. If the school receives a request under the

Data Protection Act it will comply with requests within the prescribed deadlines. The school may charge a fee for the provision of a copy of the images. If the school receives a request under the Freedom of Information Act it will comply with requests within the prescribed deadline of receiving the request. As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Headteacher.

Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual.

### **Monitoring and evaluation**

The school undertakes regular audits to ensure that the use of CCTV continues to be justified. The

audit includes a review of:

- Its stated purpose.

- The location.
- The images recorded.
- Storage length.
- Deletion.

### **Reviewing**

This policy will be reviewed annually by the governing body. If the school decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.