

Ysgol Bro Cinmeirch



CCTV Policy

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Signed: J Lovegrove

(Chair of Governors)

Draft Guidelines for CCTV Policy

1. Introduction

The CCTV system within the school is used for a number of reasons e.g. it is used to help protect against crime and also aids in the safety of pupils, staff, parents and members of the public whilst on school premises.

The camera system comprises a number of fixed and dome cameras located around the school site. All cameras can be monitored and adjusted in the Headteacher's office.

This code of practice complies with the Data Protection Act obligations and principles and will be subject to review bi-annually. The CCTV system is owned solely by the school.

2. Objectives of the CCTV System

- To protect the school buildings and their assets.
- To increase personal safety and reduce the fear of crime.
- To support the police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To protect members of the public and private property & staff.
- To assist in managing the school (excluding staff capability issues).
- To deter serious Health and Safety risks to the school.

3. Statement of intent

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Information Commissioners CCTV Code of Practice (2008 edition).

The CCTV system and all information, documents and recordings obtained and used as data is protected by the Act and will be treated in the strictest of confidence.

CCTV Cameras will be used to monitor activities within the school, its car parks, other public areas and surrounding grounds to identify criminal activity actually occurring, anticipated, or perceived, for the purpose of securing the safety and well-being of all.

Private dwellings and property other than that in the periphery of a view that is centrally focused upon school site locations, will be blanked out from any camera view.

Unless an immediate response to events is required, staff must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained, as set out in the Regulation of Investigatory Powers Act 2000. Images will only be released to the police in respect of the investigation into a specific crime and with the written authority of the police such request shall be authorised by an Inspector or higher on the form attached at Appendix 1.

Images will only be released to the media for use for purposes agreed by those individuals pictured in the images.

No images will be released to anyone for the purposes of entertainment.

It is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Signage stating the use of CCTV, as required by the Code of Practice of the Information Commissioner will be placed at all access routes to areas covered by the school CCTV.

4. Operation of the system

The scheme will be managed by the Headteacher, in accordance with the principles and objectives expressed in this policy.

The day-to-day management will be the responsibility of the Headteacher during the school day and out of hours and at weekends.

The control panel will only be used by the Headteacher

The CCTV system will be in operation 24 hours a day, every day of the year.

5. Control of Cameras

The Headteacher will, on a daily basis check that all cameras are functional and the system is recording.

Unless an immediate response to events is required, staff must not direct cameras at an individual or a group of individuals.

Administrative functions will include the maintenance of hard disc space.

Visitors and contractors wishing to access to the CCTV system or recording system will be subject to the arrangements outlined below.

Authorised users and managers of the CCTV System must satisfy themselves that the identity of anyone to have access to the CCTV System and the purpose of the access. Where any doubt exists over the grounds for access, permission will be refused.

Emergency procedures will be used in appropriate cases to call the emergency services.

6. Liaison

Liaison meetings may be held with the Leadership Team, Site Staff and Contractors, in the support of the system.

7. Monitoring Procedure

Camera surveillance may be maintained at all times.

A monitor is installed in the Headteacher's Office to which the CCTV continuously records images to.

If covert surveillance is planned, authorisation must be sought and granted by an Authorising Officer of Denbighshire County Council in accordance with the RIPA policy (Version 2010) prior to commencement. If there is any doubt on the procedure guidance must be sought from the Council's Monitoring Officer/Head of Corporate Governance.

8. CD/DVD/Tape Recording Media Procedures

In order to maintain and preserve the integrity of the media used to record events from the hard drive and the facility to use them in any future proceedings, the following procedures for their use and retention must be strictly adhered to:

- a) Each record must be identified by a unique mark.
- b) Before using each recording media must be cleaned of any previous recording.
- c) The controller shall register the date and time of recorded insert, including the reference.
- d) A recording required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure store. If the record 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, signed by the controller, dated and returned to secure storage.

e) If the record is archived, the reference must be noted. Recording media may be viewed by designated operators and the police for the prevention and detection of crime.

A record will be maintained of the release of records to the police or other authorised applicants.

Viewing of records by the Police must be recorded in writing in the log book. Requests by the Police can only be actioned under section 29 of the Data Protection

Act 1988 on the Form attached as Appendix 1.

Should a record be required as evidence, a copy may be released to the police under the procedures described in this policy. Records will only be released to the police on the clear understanding that the record remains the property of the school, and both the record and information contained on it are to be treated in accordance with this policy. The school also retains the right to refuse permission for the police to pass on the record or any part of the information contained therein to any other person unless a court order ordering disclosure is sought. The Police may require the school to retain the stored records for possible use as evidence in the future. Such records will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors) to view or release records will be referred to the Headteacher. Charges will be made to cover the costs of producing the material which will include the costs of redacting any third parties in order to avoid a breach of the Data Protection Act where necessary. In these circumstances this personal data will only be released upon satisfactory documentary evidence being produced in the form of ID, a court order or in accordance with s.35 of the Data Protection Act (disclosures in connection with legal proceedings). Guidance may be sought from the Councils' legal/corporate governance department in order to ensure there is no breach of privacy rights or any prejudice to the investigation, apprehension or prosecution of an offender.

9. Breaches of the code (including breaches in security)

Any breach of this policy by school staff will be initially investigated by the Headteacher (or appointed senior member of staff to this role), in order for them to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated and recommendations made on how to remedy the breach.

10. Assessment of the scheme and code of practice

Performance monitoring, including random operating checks, may be carried out by the Headteacher.

11. Complaints

Any complaints about the school's CCTV system should be in writing, and addressed to the Headteacher or, where the complaint is about the Headteacher, to the Chair of Governors. Complaints will be investigated in accordance with this policy.

12. Access by the Data Subject

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relate) with a right to data held about themselves, including those obtained by CCTV. 'Subject Access Requests' should be made in writing, with the appropriate ID, to the Headteacher and the School reserves the right to charge a fee of £10 in accordance with the Act. Digital recordings will be kept for a maximum of 28 days, unless specific incidents have been recorded to disk for investigation.

13. Public Information

Copies of this Policy will be available to the public from the school upon request or can be found on the school website

Further Information:

Freedom of Information Act 2000

Since January 2005, anyone can request access to any piece of information that the school holds and CCTV falls within the scope of "information held".

By regularly deleting/overwriting your CCTV tapes in accordance with your retention policy, you will reduce the amount of CCTV information held. If the CCTV data is held at the time of a FOI request, you cannot subsequently delete it, even if it falls due for deletion under your retention guidelines. Careful consideration must be given to any release of personal data under the FOIA in order to avoid any breach of the data protection principles.

Employment Practices Data Protection Code - Monitoring Staff at Work

The Information Commissioner has issued a code of practice for employers to follow when monitoring staff. Head Teachers and Governors should be familiar with the requirements of the codes when setting the school's policy for use of CCTV.

The code can be viewed at

http://www.ico.gov.uk/for_organisations/topic_specific_guides/employment.aspx