

CCTV Policy

Policy for the use of the CCTV System

Introduction

This policy has been created by the school to deal with all issues from the installation, use, maintenance and management of CCTV at The King's CE School and follows the guidelines published by the Home Office and the Information Commissioners Office (ICO) 2008 on the use of CCTV in public places.

The System

Camera positions have been located internally and externally on the school site to ensure they are appropriate and effective whilst minimizing any collateral intrusion however, it is impossible to ensure that every incident will be seen or recorded.

All cameras connect to a central point in the main communication room which is situated near the main office. Camera images will be recorded and displayed on a CCTV monitor in the Main Communication room.

The recording media is a DVR recorder and the images are stored on a hard drive, which is automatically overwritten after a set number of days (one month). The CCTV system can also be viewed on a secure website. Access to this equipment is authorised only to the ICT Technicians and Caretakers on school site. Both these methods are protected by password /username login.

Maintenance checks

1. Cameras will be checked once a week to ensure they are operational
2. Recorders will be checked once a month to ensure they are recording and able to download images.
3. Camera fixings will be checked to ensure safety and security, incorporated in the planned maintenance programme
4. Repairs will be made to the system within a two week period.

Purpose of CCTV

The system is intended to provide effective site management and to promote a safe and secure environment for students and staff and for those who work or use the facilities of the school.

The installation of CCTV cameras on site is a system to try to deter and prevent criminal and anti-social behaviour and will provide good quality images of incidents and suspects for investigating authorities. The system is intended to view and monitor activity in the immediate area of the school only.

Data Protection

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

Signage

Signs notifying the use of CCTV cameras on site are displayed at entrance points and within the area covered by the system to inform students, staff and the public.

A copy of this policy will also be displayed on the school website.

Management of the system

The overall management of the system is the responsibility of the Governing Body, who have delegated the responsibility to the Principal for the function of Data Control.

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

Access and Security

The day-to-day operations and security of the control equipment and data is the responsibility of the ICT Manager and Site Manager, who will follow the data protection guidelines with regard to access to the 'Control Room' by visitors.

Incident Reporting

An incident log book shall be stored in a secure lockable place, and maintained by the ICT Manager and Site Manager and details of any incidents relating to the use of the system are logged.

Incident Response

During monitoring if criminal or suspicious activity of a serious nature is observed, the school should immediately inform the Police. Once an incident is reported to the Police it will be dealt with in accordance with Police procedure.

All other incidents will be logged and dealt with by the relevant school authorities. Only authorised staff will have access to the system and the downloaded images.

Storage of Recorded Images and their viewing

The storage space shall be dust and moisture proof.

All Data should be backed up.

Viewing or copying will be carried out to address one of the issues stated in the 'purpose of CCTV'.

Recorded images are not to be taken away from the school premises under any circumstances.

A record of viewing and copying must be noted in the register.

The Register of incidents and reviews

The register will include the following:

- When searching or reviewing an incident the purpose of doing so should be recorded. Also a note is to be made as to the search being successful or not.
- Who carried out search and/or copied the event.
- Persons present (particularly when reviewing).
- Date, start and end time of the incident.
- Date and time of the review/copy.
- Details of the officer or authorised agent, collecting the copied media and their contact details.
- Date of collection along with a signature and name in block capitals, including agency.
- 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

The Data Protection Act 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 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.

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

A fee will be charged for the provision of stored data – £10.00 for subject access requests and a sum not exceeding the cost of materials in other cases.

Staff Training

The Principal shall 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 Principal.

Complaints will be investigated in accordance with this Policy.

Breaches of the Policy

Misuse of recorded imagery or the system will be a disciplinary offence.

Any breach of the policy by school staff will be investigated by the Principal and appropriate disciplinary action taken. Disciplinary action can also include prosecution under the data protection act and criminal proceedings.

Approved by: Buildings & Site Committee.

Adopted by Full Governing Body.