





CCTV POLICY

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| Date of Implementation | July 2021 |
| Review Date | July 2022 |
| Chair Governor | Mr Naheem Khan |

**Introduction**

Under the Protection of Freedoms Act 2012, the processing of personal data captured by Closed Circuit Television (CCTV) Systems (including images identifying individuals) is governed by the Data Protection Act and the code of practice, issued by the Information Commissioner’s Office (ICO) for 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 Blackwater Academy operates its CCTV equipment and complies with the current legislation.

**Action plan**

The school uses CCTV equipment to provide a safer and more secure environment for pupils and staff, to prevent bullying, vandalism and theft and to add extra security and safeguarding due to the nature of a shared building.

It is used for:

* The prevention, investigation and detection of crime or other unwanted activities
* The apprehension and prosecution of those engaged in such activities (including use of images as evidence in criminal proceedings)
* Safeguarding visitors, pupils, and staff safety
* Monitoring the security of the site

The school does not use the CCTV system for covert monitoring.

**Location**

Cameras are located in those areas where the school has identified a need and other solutions may be ineffective. The school’s CCTV system is used solely for purposes identified above and is not used to routinely monitor staff conduct.

Cameras will only be used in exceptional circumstances, and for a strictly limited time, in areas where the subject has a heightened expectation of privacy e.g. Toilet areas. In such circumstances, the school will place prominent signs to ensure that those who may be under surveillance are fully aware of its use. If cameras are placed in such areas, the direction of those cameras will be such that necessary discretion is maintained, and the use of such cameras would be at the sole direction of the Head teacher.

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.

**Type of equipment**

The school’s standard CCTV cameras record visual images only and do not record sound. Where two-way audio feeds (e.g. ‘Call for help systems’) are used, they will only be capable of activation by the person requiring help.

**Administration**

The school has notified the Information Commissioner’s Office of both the name of the data controller and the purpose for which the images are used. 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 trained in their responsibilities under the CCTV Code of Practice. Access to recorded images is restricted to staff who need to have access, in order to achieve the purpose for which the equipment is being used. 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 a member of staff has committed theft, other offence, or misdemeanor, this evidence may be used in a disciplinary case.

**Image storage, viewing and retention**

Recorded images contain a time and date stamp and are stored in a way that ensures the integrity of the image. Access to live images is restricted to the CCTV operator, except where the monitor display 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 or misdemeanor and not for routine monitoring of pupils, staff or visitors, except where the cameras are installed to monitor the safe movement of persons through a designated area e.g. Corridors or stairs (these areas are identifiable by clear signs).

The school reserves the right to use images captured on CCTV where there is activity that the school cannot ignore, such as criminal activity, potential gross misconduct, or behaviour, which puts others at risk. Images retained for evidential purposes will be stored in a locked area accessible by the system administrator only. Where images are retained, the system administrator will ensure the reason for such retention is recorded, where it is kept, and any use made of the images. The record will also show when it is destroyed, either physically or overwritten. Neither the Data Protection Act, nor the Information and Records Management Society prescribe any specific minimum or maximum period for keeping 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 data controller.

Disclosure will only be granted if:

* Its release is fair to the individuals concerned
* There is an overriding legal obligation (e.g. information access rights)
* It is consistent with the purpose for which the system was established

All requests for access or for disclosure will be recorded. If access or disclosure is denied, the reason will also be 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 those images 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 40 calendar days of the receipt of that request. The school may charge a fee for the provision of a copy of images. If the school receives a request under the Freedom of Information Act, it will comply with requests within 20 working days of the receipt of that request.

As a 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 data controller. Refusal to disclose images may be appropriate where its release is:

* Likely to cause substantial and unwarranted damage to that individual
* To prevent automatic decisions from being taken in relation to that individual
* Not justified

**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**

The efficacy of this policy will be reviewed annually by the governing body. If the school decides to amend its use of CCTV, it will inform the Information Commissioner within 28 days.

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