



Woodrush High School

CCTV Policy



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Statement of intent

At Woodrush High School we take our responsibility towards the safety of staff and pupils very seriously. To that end, we use Closed Circuit Television (CCTV) cameras to monitor the members of our school in a very specific way.

The law states that we can use a CCTV system to monitor our premises, providing our system complies with the Data Protection Act 1998.

The purpose of this policy is to manage and regulate the use of the CCTV system at the school and ensure that:

- We comply with the Data Protection Act 1998.
- The images that are captured are useable for the purposes we require them for.
- We reassure those persons whose images are being captured, that the images are being handled in accordance with data protection legislation.

This policy covers the use of CCTV and other systems which capture moving and still images of people who could be identified, as well as information relating to individuals for any of the following purposes:

- Observing what an individual is doing.
- Taking action to prevent a crime.
- Using images of individuals that could affect their privacy.

1. Legal framework

1.1. This policy has due regard to relevant legislation, including, but not limited to the following:

- The Children Act 1989
- The Equality Act 2010
- The Data Protection Act 1998
- The Freedom of Information Act 2000

1.2. This policy will be implemented in conjunction with the school's:

- Data Protection Policy
- E-security Policy
- Security Policy

2. Objectives

2.1. The CCTV system will be used to:

- Maintain a safe environment.
- Ensure the welfare of pupils and staff.
- Deter criminal acts against persons and property.
- Assist the police in identifying persons who have committed an offence.

3. Protocols



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- 3.1. The CCTV system will be registered with the Information Commissioner's Office (ICO) under the terms of the Data Protection Act 1998.
- 3.2. The system will comply with all additional legislation including:
 - The Commissioner's Code of Practice for CCTV 2008.
 - The Surveillance Camera Code of Practice 2013, published by the Home Office.
- 3.3. The CCTV system is a closed digital system which does not record audio.
- 3.4. Warning signs have been placed throughout the premises where the CCTV system is active, as mandated by the Code of Practice of the Information Commissioner.
- 3.5. The CCTV system has been designed for maximum effectiveness and efficiency. However, the school cannot guarantee that every incident will be detected or covered and 'blind spots' may exist.
- 3.6. The CCTV system will not be trained on individuals unless an immediate response to an incident is required.
- 3.7. Additionally, the CCTV system will not be trained on private vehicles or property outside the perimeter of the school.
- 3.8. Recordings will only be released following a written request from the police, or in respect of a subject access request.

4. Security

- 4.1. Access to the CCTV system, software and data will be strictly limited to authorised operators and will be password protected.
- 4.2. Live feed is for the purpose on monitoring and bad behaviour prevention only. It is not possible to retrieve recorded footage from live feed stations.
- 4.3. Our authorised CCTV system operators are:

Recorded Retrieval and Review

- Senior Leadership Team
- Site Team
- ICT Support Team
- Progress Leaders
- Heads of Year
- Sports and Leisure Management

Live Feed Access

- Reception Staff
- Site Team

- 4.4. Our authorised live feed locations are the Reception Office and Site Team Office.
- 4.5. The main control facilities are kept secure and locked when not in use.



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- 4.6. If covert surveillance is planned, or has taken place, copies of written permission from the Headteacher will be obtained and retained.
- 4.7. Camera systems will be properly maintained at all times.
- 4.8. The downloading and reviewing of reordered CCTV footage is for investigation purposes only.

5. Privacy

- 5.1. Recorded materials will only be viewed by authorised operators for the purpose of investigating incidents.
- 5.2. All downloads of CCTV footage must be stored in CCTV folder on the WholeSchool_RW. Only the CCTV operators have access to this folder. If someone involved in the investigation requires access to the footage, it must be viewed with a designated CCTV operator.
- 5.3. CCTV footage must not be copied from the CCTV folder, shared on a USB Memory stick or sent via email.
- 5.4. Downloaded CCTV recordings must only be viewed by people involved in the investigation.
- 5.5. Images may be released to the police for the detection of crime under section 29 of the Data Protection Act 1998.
- 5.6. Viewings of images by the police will be recorded in the log.
- 5.7. Applications received from external bodies (e.g. solicitors) to view or release images will be referred to the Headteacher.
- 5.8. In circumstances where external bodies make requests to view or release images, the Headteacher will release them, provided satisfactory documentary evidence is produced to show that they are required for:
 - Legal proceedings.
 - A subject access request.
 - Responding to a court order.
- 5.9. All footage is held for 14 days in line with the retention policy. The system will automatically delete recordings after 14 days in accordance with the Data Protection Act 1998. Footage under investigation will be held for an additional 14 days if an Investigation form is completed and authorised. The signed form must be scanned and saved in 'CCTV\Admin\Investigation Forms' and the content moved to 'CCTV\CCTV (Investigation)'.

6. Code of practice

- 6.1. We have a CCTV surveillance system for the purpose of the prevention and detection of crime and the promotion of the health, safety and welfare of staff, students and visitors.
- 6.2. The system is owned by the school and images from the system are strictly controlled and monitored by authorised personnel only.



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6.3. The school will ensure that the CCTV system is used to create a safer environment for staff, students and visitors to the school, and to ensure that its operation is consistent with the obligations outlined in the Data Protection Act 1998. The policy is available from the school's website.

6.4. The system will:

- Only be used for the purpose specified, which is in pursuit of a legitimate aim.
- Be designed to take into account its effect on individuals and their privacy and personal data.
- Be transparent and include a contact point through which people can access information and submit complaints.
- Have clear responsibility and accountability procedures for images and information collected, held and used.
- Have defined policies and procedures in place which are communicated throughout the school.
- Only keep images and information for as long as required.
- Restrict access to retained images and information with clear rules on who can gain access
- Consider all operational, technical and competency standards, relevant to a system and its purpose, and work to meet and maintain those standards in accordance with the law.
- Be subject to stringent security measures to safeguard against unauthorised access.
- Be regularly reviewed and audited to ensure that policies and standards are maintained.
- Only be used for the purposes for which it is intended, including supporting public safety, protection of pupils and staff, and law enforcement.
- Be accurate and well maintained to ensure information is up-to-date.

7. Access

7.1. Requests for access will be handled in accordance with our Data Protection Policy and GDPR.

7.2. All disks containing images belong to and remain the property of the school.

7.3. Requests by persons outside the school for viewing or copying disks, or obtaining digital recordings, will be assessed by the Headteacher on a case-by-case basis with close regard to data protection and freedom of information legislation.

7.4. It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes.

7.5. Releasing the recorded images to third parties will be permitted only in the following limited and prescribed circumstances, and to the extent required or permitted by law:

- The police – where the images recorded would assist in a specific criminal inquiry
- Prosecution agencies – such as the Crown Prosecution Service (CPS)
- Relevant legal representatives – such as lawyers and barristers



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- Persons who have been recorded and whose images have been retained where disclosure is required by virtue of the Data Protection Act 1998 and the Freedom of Information Act 2000
- 7.6. Requests for access or disclosure will be recorded and the Headteacher will make the final decision as to whether recorded images may be released to persons other than the police.



Appendix 1

CCTV Operator Agreement

Name:

Position:

I have read and understood the CCTV Policy.

I understand that I must save all CCTV footage on the Y: network drive and not share, email or copy the files to other folders.

I understand that I should not show CCTV footage to anyone not involved in an investigation.

I understand that downloaded footage will be automatically deleted after 14 days unless a signed request form has been scanned into the Y:\Investigation Forms folder and the file moved to the Retain folder.

Signed:

Date:



Appendix 2

Name:

Position:

Date:

Brief Description:

Signature:

Authorised by:

Signature:

I understand the CCTV footage will be kept for a further 14 days and then deleted unless another form is filled out and authorised.
Note: headteacher permission is required to release the footage to non-Woodrush High School staff



Appendix 3

Name:

Date:

Brief Description:

Signature:

Note: It is your responsibility to scan the completed form, save it in the 'WholeSchool_RW\CCTV\Admin' and move the material to the 'CCTV Investigation' folder. Failure to do this will result in the material being deleted by automatic maintenance.