



Ashlawn School
'A high performing science and leadership college'

Use of CCTV Policy

Policy & Procedure Number	AP0045
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On Website	NA
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<p>Aims/objectives</p>	<p>In line with the Data Protection Act and Information Commissioner’s office publication: The CCTV Code of Practice (2008) the aims of this policy are stated as:</p> <ul style="list-style-type: none"> ● To regulate the management, operation and use of the closed circuit television (CCTV) system at Ashlawn School with the following purpose for use: <ul style="list-style-type: none"> ● To ensure the safety and security of members of the school community ● To increase personal safety for all members of the school community and reduce the fear of crime ● To support the Police in a bid to deter and detect criminal activity ● To assist in identifying, apprehending and prosecuting offenders ● To support the school instances of gross misconduct and/or behavior which puts other members of the school community at risk ● To protect the school buildings and their assets ● To protect members of the public and private property
<p>Person responsible for overseeing the implementation of this policy within school on a day to day basis</p>	<ul style="list-style-type: none"> ● IT Manager
<p>Monitoring/review</p>	<ul style="list-style-type: none"> ● Finance and Resources Governors Sub-Committee

INTRODUCTION

The purpose of this Policy is to regulate the management, operation and use of the closed circuit television (CCTV) system at Ashlawn School, hereafter referred to as 'the school'.

The system comprises a number of fixed cameras located around the school site.

This Policy follows Data Protection Act guidelines. It is written in line with the Information Commissioner's Office (ICO) publication: The CCTV Code of Practice (2008)

The Policy will be subject to review biennially, to include consultation as appropriate with interested parties.

The CCTV system is owned by the school.

OBJECTIVES OF THE CCTV SCHEME

- To ensure the safety and security of members of the school community
- To increase personal safety for all members of the school community and reduce the fear of crime
- To support the Police in a bid to deter and detect criminal activity
- To assist in identifying, apprehending and prosecuting offenders
- To support the school with instances of gross misconduct and/or behavior which puts other members of the school community at risk
- To protect the school buildings and their assets
- To protect members of the public and private property

STATEMENT OF INTENT

The CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and complies with the requirements both of the Data Protection Act and the Commissioner's CCTV Code of Practice (2008).

The school acts in accordance with the DPA and treats the system and all information, documents and recordings obtained and used as data which is protected by the Act.

Cameras will be used to monitor activities within the school grounds under the objectives stated above. Cameras are only capable of capturing visual images, no audio data can or will be collected.

All cameras are not able to focus on private homes, gardens and other areas of private property.

Cameras are fixed and cannot be directed at an individual, a specific group of individuals or their property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose. Footage will only be released for use in the investigation of a specific crime and at the written request of the Police. Footage will never be released to the media for purposes of entertainment.

The planning and design of the CCTV system has endeavored to ensure that the scheme will give maximum effectiveness and efficiency in meeting the intended

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

Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the school CCTV.

OPERATION OF THE SYSTEM

The Scheme will be administered and managed by the IT Manager, in accordance with the principles and objectives expressed earlier.

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

MANAGEMENT AND MAINTENANCE OF THE SYSTEM

The IT Manager will check and confirm the efficiency of the system on a twice-weekly basis and in particular that the equipment is properly recording and that cameras are functional.

Access to view CCTV images will be strictly limited to designated members of SLT, the IT Manager / IT Services Manager/Executive Assistant and the Premises Manager. Reported incidents that require a review of recorded CCTV images will be conducted in a designated private office space and on one designated desktop device and screen. A log will be maintained when approved users of the CCTV system begin to review recorded images to investigate a reported incident; this log will record date / start time / users present reviewing images / incident notes / finish time.

Incidents that require the identity of a student to be established will result in the Head Teacher / E Cheney giving permission for other members of staff, usually the Head of 6th Form / appropriate member of pastoral staff / Upper / Lower School / Head of Year to view the CCTV images. If the Head of 6th Form / Upper / Lower School / Head of Year is absent then the Head Teacher / E Cheney will view the CCTV images with the appropriate member of staff . A minimum number of 2 designated members of staff should be present when reviewing recorded CCTV images.

If out of hours emergency maintenance arises, the School Business Manager or Premises Manager must be satisfied of the identity and purpose of contractors before allowing entry.

The facility will be kept secured and data protection in place which complies with the Data Protection Act and The CCTV Code of Practice.

Administrative functions will include maintaining storage of footage and hard disc space, filing and maintaining 'request for footage' and system maintenance logs.

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

LIAISON

Liaison meetings may be held with all bodies involved in the support of the system. The purpose of which will be to review and evaluate the effectiveness of the system in respect of the stated aims and to ensure usage complies with the relevant legislation stated previously.

MONITORING PROCEDURES

Camera surveillance may be maintained at all times.

Milestone software is installed on computers with access to the system for viewing footage and will be continuously recorded.

RECORDING PROCEDURES

The images are stored on the CCTV systems server hard drive and are automatically overwritten every 8 days. In order to maintain and preserve the integrity of the removable media (such as CDs or DVDs) used to record events from the hard drive and the facility to use them if required by the police, the following procedures for their use and retention must be strictly adhered to:

- Each removable media must be identified by a unique mark.
- Only new removable media will be used.
- The controller (IT Manager), shall register the date and time of CD insert, including CD reference.
- A CD required for evidential purposes must be sealed, witnessed, signed by the controller, dated and stored in a separate, secure, evidence CD store.
- The stored images will be reviewed before being copied to CD.

A record will be maintained of the release of footage to the Police or other authorized applicants. A register will be available for this purpose.

Viewing of footage 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 1998.

The school also retains the right to refuse permission for the Police to pass to any other person the removable media or any part of the information contained thereon. On occasions when a Court requires the release of an original removable media this will be produced in a sealed and signed bag or envelope.

The Police may require the school to retain the footage for possible use as evidence in the future. Such footage will be properly indexed and securely stored until it is needed by the Police.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the Headteacher. In these circumstances removable media will normally be released only where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee can be charged in such circumstances: £10 for subject access requests, a sum not exceeding the cost of materials in other cases.

BREACHES OF THE CODE (including breaches of security)

Any breach of the Code of Practice by school staff will be initially investigated by the Headteacher, in order for him/her to take the appropriate disciplinary action.

Any serious breach of the Code of Practice will be immediately investigated and an independent investigation carried out to make recommendations on how to remedy the breach.

ASSESSMENT OF THE SCHEME AND CODE OF PRACTICE

Performance monitoring, including random operating checks, will be carried out by the IT Manager or Premises Manager.

COMPLAINTS

Any complaints about the CCTV system should be undertaken via the school's complaints procedure.

Complaints will be investigated in accordance with the Breaches of the Code section of this policy.

ACCESS BY THE DATA SUBJECT

The Data Protection Act provides Data Subjects (individuals to whom "personal data" relates) with a right to data held about themselves, including those obtained by CCTV.

Requests for Data Subject Access should be made in writing to the Headteacher using the Access to Personal Data Request form.

PUBLIC INFORMATION

Copies of this policy will be available to the public on request from the School Office and the via school website.

REVIEW OF THIS POLICY

This policy will be reviewed at least every two years.

Access to Personal Data Request

Data Protection Act 1998 Section 7.

Enquirer's Surname		Enquirer's Forename(s)	
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Enquirer's Address	
Enquirer's Post Code	
Enquirer's Telephone Number	

Are you the person who is the subject of the records you are enquiring about (i.e. the "Data Subject")?

YES / NO

If **NO**,

Do you have parental responsibility for a child who is the "Data Subject" of the records you are enquiring about?

YES / NO

If YES,

Name of child or children about whose personal data records you are enquiring

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Description of Concern / Area of Concern

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Description of Information or Topic(s) Requested (In your own words)

Additional information.

Please dispatch the requested information to (if different from the address given earlier):
Name

Address

Postcode

Data Subject Declaration

I request that, subject to the school verifying that I have a legal right to access the personal data requested, the School search its records based on the information supplied above under Section 7 (1) of the Data Protection Act 1998 and provide a description of the personal data found from the information described in the details outlined above relating to me (or my child/children) being processed by the School.

I agree that the reply period will commence when I have supplied sufficient information to enable the School to perform the search.

I consent to the reply being disclosed and sent to me at my stated address (or to the Dispatch Name and Address above who I have authorized to receive such information).

Signature of "Data Subject" (or Subject's Parent)	
Name of "Data Subject" (or Subject's Parent) (PRINTED)	
Dated	

